AGENDA

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, April 9, 2024

The meeting starts promptly at 3PM in AGB 106

- 1. Approval of Minutes March 26, 2024, p. 3-7
- 2. Approval of Agenda
- Public Comments Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations. Each speaker is limited to two minutes.
- 4. Chair's Report
- 5. Curriculum Committee Training Information Item
- 6. Proposed New Credit Course Justifications for Academic Year 2025-26 Information Item, p. 8-16
 - A. ARCH 615 (215) Construction Cost Estimating and Scheduling
 - B. ARCH 616 (216) California Green Building Standards Code (CALGreen)
 - C. ARCH 617 (217) CASp, ADA and Disabled Access Compliance
- 7. Proposed New Credit Program Initiation (Construction Management A.S. Degree) for Academic Year 2025-26 Information Item, p. 17-18
- 8. Proposed New Credit Courses (MUS 625 & 626) for Academic Year 2025-26 Information Item, p. 19-20
 - A. New recommended preparation:
 - a. MUS 625 (25) will have a recommended preparation of MUS 20
 - b. MUS 626 (26) will have a recommended preparation of MUS 20 or MUS 25
 - B. Approval of new credit courses
- Proposed New Noncredit Course Justifications for Academic Year 2024-25 (Spring) Action Item, p. 21-38
 - A. HS 676NC (476NC) Co-Occurring Disorders
 - B. PH 601NC (401NC) Introduction to Public Health
 - C. PH 602NC (402NC) Health Education and Promotion
 - D. PH 603NC (403NC) Health and Social Justice
 - E. PH 604NC (404NC) Interprofessional Communication in Healthcare
 - F. SOC 625NC (425NC) Sociology of Aging
- 10. Proposed New Noncredit Program Initiation (Community Health Worker Certificate of Completion) for Academic Year 2024-25 (Spring) Action Item, p. 39
- 11. Proposed Course Revisions (Adult Education with Disabilities AEWD to Adult Education Workforce Preparation AEWP) for Academic Year 2024-25 (Spring) Action Item, p. 40-45
- 12. Proposed New Noncredit Programs for Academic Year 2024-25 (Spring) Action Item, p. 46-48
 - A. Pre-Vocational Skills Certificate of Completion
 - B. Employability Skills Certificate of Completion
 - C. Workplace Skills Certificate of Completion
- 13. Proposed New Credit Course Justifications for Academic Year 2025-26 Action Item, p. 49-75
 - A. CUL 606 (206) Food and Wine Pairing
 - B. CUL 608 (208) Contemporary Topics in Food Service
 - C. CUL 655 (255) Principles of Artisan Baking
 - D. CUL 660 (260) Cuisine and Culture of The Americas
 - E. CUL 663 (263) Cuisine and Culture of Europe
 - F. CUL 665 (265) Cuisine and Culture of The Mediterranean

AGENDA (Continued)

- G. CUL 667 (267) Cuisine and Culture of Asia
- H. CUL 670 (270) Menu Planning and Purchasing
- I. CUL 675 (275) Dining Room Service
- 14. Proposed New Credit Program Initiations for Academic Year 2025-26 Action Item, p. 76-78
 - A. Baking and Pastry Certificate of Achievement
 - B. Advanced Baking and Pastry Certificate of Achievement
 - C. Advanced Baking and Pastry A.S. Degree
- 15. Proposed New Noncredit Course Justifications for Academic Year 2025-26 Action Item, p. 79-102
 - A. HSC 604NC (404NC) Medical Terminology
 - B. MA 606NC (406NC) Introduction to Medical Assisting
 - C. MA 611NC (411NC) Physical-Examination Procedures
 - D. MA 612NC (412NC) Medical Office Laboratory Procedures
 - E. MA 613NC (413NC) Medical Asepsis and Surgical Procedures
 - F. MA 614NC (414NC) Medication Administration Procedures
 - G. MA 624NC (424NC) Basics of Medical Insurance, Billing and Reimbursement
 - H. MA 682NC (482NC) Fundamentals of Medical Practice Coding
- 16. Proposed New Noncredit Program Initiations for Academic Year 2025-26 Action Item, p. 103-105
 - A. Administrative Medical Assistant Certificate of Completion
 - B. Clinical Medical Assistant Certificate of Completion
 - C. Comprehensive Medical Assistant Certificate of Completion
- 17. Proposed New Credit Courses (KNES 604, KNES 605, KNES 606) for Academic Year 2025-26 Action Item, p. 106-107
 - A. New recommended preparation:
 - a. KNES 605 (5) will have a recommended preparation of KNES 4
 - b. KNES 606 (6) will have a recommended preparation of $\overline{\text{KNES 5}}$
 - B. Approval of new credit courses
- 18. Representational Area Reports (if time allows)
- 19. Announcements
 - A. The next Curriculum Committee meeting is on Tuesday, April 23rd at 3pm in AGB 106.
 - B. The next GE Committee meeting is on Tuesday, April 23rd at 4pm in AGB 106.
 - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.
- 20. Public Interest Announcements (if time allows)
- 21. Adjourn

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....

Attendance

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 26, 2024

Curriculum Team and Leadership in Attendance

Michelle Duffy
 Stephanie Di Alto
 Aimee Tran
 Curriculum Chair
 Curriculum Specialist
 Articulation Officer

Curriculum Team and Leadership in Absence

Tram Vo-Kumamoto VP

Voting Members in Attendance

Deborah Chau
 Tom DeDonno
 Fleur Fong
 Counseling and Special Programs
 Business and Industry
 Extended Learning

 Farida Gabdrakhmanova
 Carolyn Gee (alternate)
 Arts, Media, Performance, and Design Humanities and Social Sciences

6. Annie Gilbert Extended Learning

7. Ari Grayson Arts, Media, Performance, and Design8. Carmenmara Hernandez-Bravo Humanities and Social Sciences

9. Susan Miller Health and Wellness10. Jennifer Rohles Kinesiology & Athletics

11. Lisa Silveira (alternate) Science, Technology, Engineering, and Math

12. Michelle Weckerly Business and Industry

13. Karla Westphal Science, Technology, Engineering, and Math

Voting Members Absent

Mike Bennett
 Linda Call
 Kinesiology & Athletics
 Health and Wellness

Hollis Casey
 June Millovich (represented by alt.)
 Counseling and Special Programs
 Humanities and Social Sciences

5. Larry Perez (represented by alt.)6. Carolyn SeamanScience, Technology, Engineering, and Math Instructional Support and Teaching Innovations

Administrators in Attendance

1. Art Nitta Science, Technology, Engineering, and Math

Guests

1. Yadira De La Cruz Extended Learning

2. Beau Ewan Humanities and Social Sciences

3. Kathleen Lunetto Business and Industry

4. Brooke Sauter Counseling and Special Programs

MINUTES

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 26, 2024

The meeting starts promptly at 3PM in AGB 106

- 1. Approval of Minutes March 12, 2024, p. 4-7
 - First: Carmenmara Hernandez-Bravo
 - Second: Michelle Weckerly
 - Motion passed
- 2. Approval of Agenda
 - First: Carmenmara Hernandez-Bravo
 - Second: Ari Grayson
 - Motion passed
- 3. Public Comments Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations. Each speaker is limited to two minutes.
 - There were no public comments.
- 4. Chair's Report
 - Michelle Duffy provided an update on the initial courses that will be affected by AB11 (approximately 6 courses); workgroups are being formed.
 - Summer curriculum meetings (for consent only items) will be held on Wednesdays at 2pm (May 29, June 26, August 7); per the bylaws a minimum of five faculty members must be in attendance.
- 5. Curriculum Committee Training Information Item
 - The scheduled review list for the current cycle was posted on the Curriculum Committee SharePoint website on March 1st; Michelle demonstrated how to navigate to the lists (organized by School).
 - Weekly META trainings are ongoing; the dates are posted on the Curriculum Committee SharePoint and the Curriculum website.
- 6. Proposed New Noncredit Course Justifications for Academic Year 2024-25 (Spring) Information Item, p. 8-25
 - A. HS 676NC (476NC) Co-Occurring Disorders
 - B. PH 601NC (401NC) Introduction to Public Health
 - C. PH 602NC (402NC) Health Education and Promotion
 - D. PH 603NC (403NC) Health and Social Justice
 - E. PH 604NC (404NC) Interprofessional Communication in Healthcare
 - F. SOC 625NC (425NC) Sociology of Aging
 - These courses will be included in the new Community Health Worker Certificate of Completion that is being developed for Spring 2025 (agenda item 7).
- 7. Proposed New Noncredit Program Initiation (Community Health Worker Certificate of Completion) for Academic Year 2024-25 (Spring) Information Item, p. 26
 - This new short-term vocational program is proposed for Spring 2025; it will include new courses HS 476NC, PH 401NC, PH 402NC, PH 403NC, PH 404NC, and SOC 425NC (agenda item 6).
- 8. Proposed Course Revisions (Adult Education with Disabilities AEWD to Adult Education Workforce Preparation AEWP) for Academic Year 2024-25 (Spring) Information Item, p. 27-32
 - The AEWD (Adult Education with Disabilities) courses are changing their noncredit category from Courses for Persons with Substantial Disabilities to Workforce Preparation and changing prefix to AEWP (Adult Education Workforce Preparation) effective Spring

MINUTES (Continued)

2025; these revised courses will be included in three new noncredit certificates of completion that provide workforce preparation (agenda item 9).

- 9. Proposed New Noncredit Programs for Academic Year 2024-25 (Spring) Information Item, p. 33-35
 - A. Pre-Vocational Skills Certificate of Completion
 - B. Employability Skills Certificate of Completion
 - C. Workplace Skills Certificate of Completion
 - These three new Adult Education programs that provide workforce preparation are proposed for Spring 2025 and will include the revised courses from agenda item 8.
- 10. Proposed New Credit Course Justifications for Academic Year 2025-26 Information Item, p. 36-62
 - A. CUL 606 (206) Food and Wine Pairing
 - B. CUL 608 (208) Contemporary Topics in Food Service
 - C. CUL 655 (255) Principles of Artisan Baking
 - D. CUL 660 (260) Cuisine and Culture of The Americas
 - E. CUL 663 (263) Cuisine and Culture of Europe
 - F. CUL 665 (265) Cuisine and Culture of The Mediterranean
 - G. CUL 667 (267) Cuisine and Culture of Asia
 - H. CUL 670 (270) Menu Planning and Purchasing
 - I. CUL 675 (275) Dining Room Service
 - Kathleen Lunetto shared that Culinary will be moving to ATEP and will have a new lab, 4 kitchens, a 70 seat restaurant, and a quick serve bakery that are scheduled to open Fall 2025.
 - These new courses were created per advisory committee recommendations.
 - These new courses will be included in new and existing culinary programs.
- 11. Proposed New Credit Program Initiations for Academic Year 2025-26 Information Item, p. 63-65
 - A. Baking and Pastry Certificate of Achievement
 - B. Advanced Baking and Pastry Certificate of Achievement
 - C. Advanced Baking and Pastry A.S. Degree
 - These new programs will incorporate new and existing courses.
- 12. Proposed New Noncredit Course Justifications for Academic Year 2025-26 Information Item, p. 66-89
 - A. HSC 604NC (404NC) Medical Terminology
 - B. MA 606NC (406NC) Introduction to Medical Assisting
 - C. MA 611NC (411NC) Physical-Examination Procedures
 - D. MA 612NC (412NC) Medical Office Laboratory Procedures
 - E. MA 613NC (413NC) Medical Asepsis and Surgical Procedures
 - F. MA 614NC (414NC) Medication Administration Procedures
 - G. MA 624NC (424NC) Basics of Medical Insurance, Billing and Reimbursement
 - H. MA 682NC (482NC) Fundamentals of Medical Practice Coding
 - These new courses mirror existing credit courses; they will be included in new noncredit Medical Assisting programs that are being developed (agenda item 13).
 - Carmenmara Hernandez-Bravo sought clarification regarding whether there is a difference in wages completers will earn from completing credit versus noncredit programs.
 - Susan Miller explained that if students want to sit for certain examinations then they will need to complete the credit curriculum; for those students wanting to immediately enter the workforce they can complete the noncredit curriculum. Students who have one year of work experience can have their employer sign off for them to be eligible to sit for examination. Students working in the field can complete noncredit curriculum if they are seeking to transition to a different role.
 - Annie Gilbert added that the noncredit curriculum serves economically disadvantaged and/or undocumented students who might not be able to afford the credit curriculum.

MINUTES (Continued)

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

- 13. Proposed New Noncredit Program Initiations for Academic Year 2025-26 Information Item, p. 90-92
 - A. Administrative Medical Assistant Certificate of Completion
 - B. Clinical Medical Assistant Certificate of Completion
 - C. Comprehensive Medical Assistant Certificate of Completion
 - These new short-term vocational programs will include the new courses proposed in agenda item 12.
- 14. Proposed New Credit Courses (KNES 604, KNES 605, KNES 606) for Academic Year 2025-26 Information Item, p. 93-94
 - A. New recommended preparation:
 - a. KNES 605 (5) will have a recommended preparation of KNES 4
 - b. KNES 606 (6) will have a recommended preparation of KNES 5
 - B. Approval of new credit courses
 - These are new unit versions of existing courses; they will be submitted for UCTCA in July.
- 15. Proposed New Noncredit Courses (EMT 407NC, EMT 417NC, MATH 300NC) for Academic Year 2024-25 (Spring) Action Item, p. 95-96
 - EMT 407NC and 417NC will be included in the new Emergency Medical Technician Certificate of Completion (agenda item 16).
 - MATH 300NC is designed to provide instruction for students needing additional support in their calculus courses.
 - A. New corequisite:
 - a. EMT 407NC will have a coreq of EMT 417NC
 - b. EMT 417NC will have a coreg of EMT 407NC
 - First: Ari Grayson
 - Second: Annie Gilbert
 - Motion passed
 - B. New limitation on enrollment:
 - a. EMT 407NC will have a limitation of American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required Current clinical placement requirements
 - The limitation on enrollment was amended at the March 12th meeting at the request of the department because the clinical sites have slightly different requirements.
 - First: Ari Grayson.
 - Second: Farida Gabdrakhmanova
 - Motion passed
 - C. Approval of new noncredit courses
 - First: Karla Westphal
 - Second: Lisa Silveira
 - Motion passed
- 16. Proposed New Noncredit Program (Emergency Medical Technician Certificate of Completion) for Academic Year 2024-25 (Spring) Action Item, p. 97
 - First: Michelle Weckerly
 - Second: Tom DeDonno
 - Motion passed
- 17. Proposed New Credit Program (Public Health AS-T Degree) for Academic Year 2024-25 (Spring) Action Item, p. 98-99
 - First: Carmenmara Hernandez-Bravo
 - Second: Michelle Weckerly
 - Motion passed

MINUTES (Continued)

- 18. Proposed New Credit Course Justifications (KNEA 606, 608, 610) for Academic Year 2025-26 (Fall) Action Item, p. 100-111
 - A. KNEA 606 (6) Adapted Sports
 - This is a new unit version of an existing course; it will be submitted for UCTCA in July.
 - First: Carmenmara Hernandez-Bravo
 - Second: Annie Gilbert
 - Motion passed
 - B. KNEA 608 (8) Adapted Outdoor Education and Recreation
 - This is a new unit version of an existing course; it will be submitted for UCTCA in July.
 - First: Carmenmara Hernandez-Bravo
 - Second: Annie Gilbert
 - Motion passed
 - C. KNEA 610 (10) Adapted Dance (1 unit and 1.5 units)
 - These are new courses; they will be submitted for UCTCA in July.
 - First: Carmenmara Hernandez-Bravo
 - Second: Annie Gilbert
 - Motion passed
- 19. Proposed New Credit Course (MATH 204S) for Academic Year 2025-26 Action Item, p. 112
 - MATH 204S will provide support for MATH 3B.
 - A. New prerequisite:
 - a. MATH 204S will have a prereq of Clearance from the current placement process.
 - First: Karla Westphal
 - Second: Lisa Silveira
 - Motion passed
 - B. New corequisite:
 - a. MATH 204S will have a coreq of MATH 3B
 - First: Carmenmara Hernandez-Bravo
 - Second: Lisa Silveira
 - Motion passed
 - C. Approval of new credit course
 - First: Karla Westphal
 - Second: Lisa Silveira
 - Motion passed
- 20. Representational Area Reports (if time allows)
 - There were no representational area reports.
- 21. Announcements
 - A. The next Curriculum Committee meeting is on Tuesday, April 9th at 3pm in AGB 106.
 - B. The GE Committee meets today, Tuesday, March 26th at 4pm in AGB 106.
 - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.
- 22. Public Interest Announcements (if time allows)
 - Members shared upcoming campus events.
- 23. Adjourn
 - The meeting adjourned at 3:50 pm

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....

P	NEW COURSE PROPOSAL
Date: 03/22/24	Prepared & Submitted by: Blake Stephens
Department: Architecture and Drafting	Course Prefix & Number 600: ARCH 615 (215)
1	from your Department Chair and Division Dean prior to ng to the Curriculum Office.
9/27/2019 Blake Stephens Print Name	Signature, Faculty Requestor
Click to enter date Blake Stephens Print Name	Signature, Department Chair
Click to enter date Scott Farthing Print Name	Signature, Dean
Course Title Construction Cost Estimating and Schedulin	Short Title: Construction Estimating/ Scheduling
Units: 3 Lech	nrs: 3 Lab hrs: 0
Credit Status: ☐ Credit – Degree Applica	ble 🗌 Credit – Non-degree Applicable 🗎 Non-Credit
TOP Code: 0957,00 Non-Credit Cate	egory: Click here to enter text. Occupational Code (SAM): D
Anticipated first term of offering:	☑ Fall ☐ Spring Year 2025
	st estimating skills and training using BIM 360, Revit and/or R/S Means vides construction management scheduling skills and training using BIM
 Is this course being aligned to a C-ID desc C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assi 	Manager variables
4. Will course be cross-listed? ☐ Yes If yes, which department is responsible for	☑ No or scheduling, updating, and assessing the course?
Reason for cross-listing: Click here to ente	er text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

The students knowledgeable in these areas are in high demand by governmental jurisdictions, design professionals,

contractors, and all consultants in the construction industry. There is high demand for construction managers as buildings become increasingly complex and multi-use.

6.	Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended	equisites. Refer to the <u>Chancellor's Guidelines for Title 5 §55003</u>
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a deg. ☐ No Course WILL be included in a deg. Which ones: Construction Management AS *Paperwork for the program (new or revised) m	ree and/or certificate program.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only	 ☑ Option of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
	□ Non-credit	Li i assysatistactory i rogicssy tvo i ass (17517) til
9.	Additional skills that will be acquired by replif yes, how many times?	Yes Deating this course must be included in the course outline. 3 Unlimited (Non-credit only) Work Experience ransfer Institution (CSU & UC only) to meet lower division
10	Will this course be part of an approved fam ☐ Yes If yes, identify family: ☑ No	nily?
11.	equipment, facilities.	offer this class at Saddleback? e.g. staff, faculty, supplies/
	Starr and classroom space. Software progra	ams and computer access. No other resources.

12. If degree-applical ☐ Yes	ole, is a sim No	ilar course □ N/A		community	colleges o	or 4-year col	leges and U	niversities
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Course Title	Course No.	. CSU	Campus	UC Cam	pus	equired for	Program o	r Major
13B. General Edu GE patterns? Pleas	se consult w	ith the Artic	ulation Offic	cer before co	ompleting t	his section.		
	Natural Science	Social Sclence	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	Science					Quantitative		
CSU G.E.								
UC Transfer/GE								

IGETC

NEV	N COURSE PROPOSAL	
Date: 3/22/24	Prepared & Submitted by:	Blake Stephens
Department: Architecture and Drafting	Course Prefix & Number 600:	ARCH 616 (216)

Optain original	(blue ink) signatures from your E submitting to the Cu	Department Chair and Division Dean prior to Irriculum Office.
9/27/2019	Blake Stephens	Blako Stophions
	Print Name	Signature, Faculty Requestor
Click to enter date	Blake Stephens	Blako Stepliens
	Print Name	Signature, Department Chair
Click to enter date	Scott Farthing	Ruffly 1-1-21
onen to onto date	Print Name	Signature, Dean
Course Title	ding Standards Code (CAL Cusan)	Short Title: California Green Building Code
Energy Efficiency and	ding Standards Code (CALGreen) d Sustainability	
Units: 3	Lec hrs: 3	Lab hrs: 0
Credit Status: 🛛 🔾	redit - Degree Applicable	edit – Non-degree Applicable 🔲 Non-Credit
TOP Code: 0957.00	Non-Credit Category: Click	nere to enter text. Occupational Code (SAM): D
	n: oction management skills and train	Spring Year 2025 ing in the California Green Building Standards Code ergy efficiency and sustainability training.
C-ID Code: Click he	aligned to a C-ID descriptor? re to enter text. ulation Officer for assistance with	☐ Yes
Will course be cros		g, updating, and assessing the course?

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

The students knowledgeable in these areas are in high demand by governmental jurisdictions, design professionals, contractors, and all consultants in the construction industry. There is high demand for construction managers who can implement the California Green Building Standards Code.

6.	Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Construction Management AS (new) and Architecture AS (existing) *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/No Pass only ☐ Non-credit ☐ Non-credit ☐ Proposed Grading System: ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No
10.	Will this course be part of an approved family? ☐ Yes If yes, Identify family: Click here to enter text. ☒ No
11.	What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities. Staff and classroom space. Software programs and computer access. No other resources.
12.	If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities? ☐ Yes ☐ N/A

Click here to enter

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GE patterns? Please consult	with the Articula	ition Officer befo	re completing th	is section.	·	
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	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

Date: 03/22	2/24	Prepared & Submitted by: Blake Stephens
Department: Archit	ecture and Drafting	Course Prefix & Number 600: ARCH 617 (217)
Obtain original (blue ink) signatures froi	m your Department Chair and Division Dean prior to
	submitting	to the Curriculum Office.
9/27/2019	Blake Stephens	Blako Stophiens
, - , -	Print Name	Signature, Faculty Requestor
Click to enter date	Blake Stephens	Blako Stephens
	Print Name	Signature, Department Chair
Click to enter date	Scott Farnsworth	Spell to 4.6-21
	Print Name	Signature/Dean
Course Title		Short Title: CASp/ Disabled Access Compliance
	ed Access Compliance	Short fitte. CASP/ Disabled Access Compilance
Units: 3	Lec hrs:	3 Lab hrs: 0
Credit Status: 🗵 Cr	edit – Degree Applicable	Credit − Non-degree Applicable □ Non-Credit
TOP Code: 0957.00	Non-Credit Categor	ry: NA Occupational Code (SAM): D
Anticipated first terr	n of offering:	☑ Fall ☐ Spring Year 2025

Course addresses ADA and Title 24 Disabled Access requirements and inspection, and will provide training towards certification as a Certified Access Specialist (CASp) through the Division of the State Architect (DSA). The CASp program is designed to meet the public's need for experienced, trained, and tested individuals who can inspect buildings and sites for compliance with applicable state and federal construction-related accessibility standards. This program is governed by the Title 21 Voluntary Certified Access Specialist Program Regulations and applies to any individuals who seek certification or do business as a CASp

3.	Is this course being aligned to a C-ID Code: Click here to enter to If yes, see the Articulation Office	ext.		☐ Yes	⊠ No	□ N/A
4.	Will course be cross-listed? If yes, which department is resp	☐ Yes	⊠ No	·	sing the course	?
	Reason for cross-listing: Click by	ere to enter te	ext.		to	

course meet student needs in ways that currently approved courses (including those from other departments) do not? ADA – Americans with Disabilities Act requiring access to buildings, as well as California's Title 24 Access Law, is a requirement for building permits for new and remodeled construction in California. This course will provide training towards certification as a Certified Access Specialist (CASp) through the Division of the State Architect (DSA). The CASp program is designed to meet the public's need for experienced, trained, and tested individuals who can inspect buildings and sites for compliance with applicable state and federal construction-related accessibility standards. This program is governed by the Title 21 Voluntary Certified Access Specialist Program Regulations and applies to any individuals who seek certification or do business as a CASp.. 6. Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites, Refer to the Chancellor's Guidelines for Title 5 §55003, 7. Will this be a standalone course? □ Yes Course will **NOT** be included in a degree or certificate program. ⊠ No Course WILL be included in a degree and/or certificate program. Which ones: Construction Management AS (new) and Architecture AS (existing) *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed 8. Proposed Grading System: ☐ Letter Grade Only ☑ Option of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Pass/No Pass only □ Non-credit No ☐ Yes 9. Will course be Repeatable? Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? □ 1 □ 2 □ 3 □ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation 10. Will this course be part of an approved family?

If yes, identify family: Click here to enter text.

☐ Yes ☑ No

5. Justification of recommendation for new course: How was the need for this course identified? How will this

Starr and Classrot	om space, i	vo otner re	sources,					
12. If degree-applical				community	colleges o	or 4-year col	leges and l	Jniversities
□ Yes 🖾	No	□ N//	4					
Click here Clic	ck here to e	nter text.					Click here	to enter
Prefix & No. Title			College o		Upper Div.	Lower Div.	Units/Sem/Qt	r.
Click here Clic	k here to e	nter text.	Click h	ere to ente	r 🗅		Click here	to enter
Prefix & No. Title			College o	r Univ.	Upper Div.	Lower Div.	Units/Sem/Qt	r.
Click here Clic	k here to e	nter text.	Click h	ere to ente	r 🗆		Click here	to enter
Prefix & No. Title			College o	r Univ.	Upper Div.	Lower Div.	Units/Sem/Qt	r.
Click here Clic	k here to e	nter text.	Click h	ere to ente	r 🗆		Click here	to enter
	[urse satisfy a	□ Yes □ a major requ	I No No I No uirement at o, complete	UC CSU or UC? the following			l No	
Click here to enter		Clie	ck	Click he	re to		Click here	to enter
text.		at		enter text	. R	equired for	text.	
Course Title	Course No	. CSU	Campus	UC Cam	pus	,	Program o	r Major
Click	Click	— at <u>Cli</u> o		Click	R	equired for =	Click	
Course Title	Course No		Campus	UC Cam	pus	•	Program o	r Major
Click Course Title	Click Course No	at Clic	Campus	Click UC Cam	pus R	equired for	Click Program o	r Major
13B. General Edu GE patterns? Pleas		uld you reco	ommend tha		•	•	-	·
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree				<u> </u>				
CSU G.E.								
UC Transfer/GE						L		

IGETC

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

equipment, facilities.

New Program Justification (not needed for ADTs)

Numbers in the left-hand column correspond to the steps in the New Program Initiation Process

1 Idea for program comes up from somewhere. ADTs do NOT need to complete this process.

Faculty Initiator completes this New Program Justification Form, part 2, in preparation for Step 3.

a. Program Name: Construction Management

b. Program Type: Associate of Science Degree

c. Program TOP code: 0957.00 **CIP: 52.2001**

d. Contact information for Program Initiator Blake Stephens

bstephens@saddleback.edu (949) 582-4786 or (949) 360-6500

e. Summary description of the new program: A brief description of the purpose of the new program and the population of students for which it is being developed, and if applicable, the jobs for which students would be prepared. This should look like a catalog description.

The Construction Management program is the logical extension of our Construction Inspection Program. Students have been asking for certificates and a degree in Construction Management for several years. There is very high demand for degreed construction managers in Orange County with commensurate high salaries. Many of our students come from construction and building inspection backgrounds and are looking to move into managerial positions and use their industry skills in a position with greater responsibilities and better wages. This new program would offer construction industry access to non-traditional and diverse students who otherwise might not enter management positions. We would offer an Associates of Science Degree in Construction Management as well as stackable certificates that will allow students to gain credentials as they move towards the degree.

f. Brief Description of how the idea for the new program came about.

Our existing robust Construction Inspection Program and Associates Degree provides the base for a Construction Management Program that would give our students access to high demand jobs with excellent salaries. Many of our students have successfully completed many of our construction inspection courses in our existing program and are looking for employment as construction managers, but are held back by lack of further training and certifications/ degree.

g. If this program requires new courses to be developed, please list. Also, list all existing courses in the program.

New Courses (9 units): ARCH 615 (215) - Construction Cost Estimating and Scheduling (3 units)

ARCH 616 (216) - California Green Building Standards Code (CalGreen) (3 units)

ARCH 617 (217) - CASp, ADA and Disabled Access Compliance (3 units)

Existing Courses: ARCH 161 - Blueprint Plans and Specification Reading (4 units)

(23 units) ARCH 163 - International Building Code Inspection (4 units)

ARCH 164 - Combination Residential Dwelling Inspection (3 units)

ARCH 165 - Electrical Code Inspection (3 units)

ARCH 211 - Concrete Inspection (3 units)

ARCH 212 - Plumbing Codes - Drains, Waste, Vents, Water and Gas (3 units)

ARCH 213 - Mechanical Code - Heating, AC, Refrigeration, and Ductwork (3 units)

Total Units = 32

2

			4-09-24 Agenda Item 7 Page 18	7		
	December 1 Personal P		with signatures in propagation for Charlet			
	Document Department/Inter-Departmental dis Signature/Date, Program Initiator	scussions	Signatures in preparation for Step 4 Signature/Date, Dept. Chair			
3	Blake Stephens		Blake Stephens 01/25/24			
	Signature/Date, Division Dean		Other discipline faculty/chair (if applicable) or \(\square\) n/a			
	Scott Farthing 1/26/2024		, , , , , , , , , , , , , , , , , , , ,			
4	Articulation Officer: Review date (if applicable))	EWD Director: Review date (if applicable)			
	Date Initials_		Date Initials			
Once signatures are obtained, scan document to curriculum <u>sc-curriculum@saddleback.edu</u> Curriculum Committee: Review date						
	Consultation Council: Review date 7 Curriculum Chair nosts cleared Notice of Intent on the Curriculum					
6			lew Program Status link			

SADDLEBACK COLLEGE NEW CREDIT COURSES ACADEMIC YEAR 2025-2026

School/				
	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other
				noncredit enhanced funding, L=not eligible for
				enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship,
				B=advanced occupational, C=clearly occupational,
				D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled
				for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to
				assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
				nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr,
	MUS 625		MUSIC HISTORY TO MOZART	rec prep MUS 20, gr opt GR - Letter Grade
AD	(25)	548120.10	C. 1750	or Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE NEW CREDIT COURSES ACADEMIC YEAR 2025-2026

				nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr,
				rec prep MUS 20 or MUS 25, gr opt GR -
	MUS 626		MUSIC HISTORY SINCE	Letter Grade or Pass/No Pass, DE, non-
AD	(26)	548140.10	MOZART FROM C. 1750	repeatable

NEW COURSE PROPOSAL						
Date: October 6, 2023	Prepared & Submitted by:	Caroline Paltin				
Department: Human Services	Course Prefix & Number:	HS 676NC (476NC)				

Obtain original (blue ink) signatures from your Departn submitting to the Curriculu		Dean prior to
Click to enter date	Caroline Paltin Caroline Paltin	Caroline Paltin (Dec 19, 2023 11:02 PST)	
Dec 19, 2023	Print Name	Signature, Faculty Requ	estor
Click to enter date	Caroline Paltin Caroline Paltin	Caroline Paltin (Dec 19, 2023 11:02 PST)	
Dec 19, 2023	Print Name	Signature, Department	Chair
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mamoon	
Dec 19, 2023	Print Name	Signature, Other related discipline	Chair (if relevant)
Click to enter date	Sherrie Loewen Sherrie Loewen	Sherrie Loewen, Ph.D.	
Dec 19, 2023	Print Name	Signature, Dean	
Course Title (60 Chara these symbols: ? < > " Co-Occurring Disorde	'\/*:)	t Title: Co-Occurring Disor	rder
Units: 0	Lec hrs: 3.0	Lab hrs: 0	
Credit Status: 🗆 Cre	edit – Degree Applicable ☐ Credit – N	on-degree Applicable	⊠ Non-Credit
TOP Code: 2104.40	Non-Credit Category: Short-term vo	ocational Occupation Occupation	nal Code (SAM): C- Clearly nal
sorders (diagnoses of m nditions including an ir evelopment of concurre	entification of symptoms and the assessinental health conditions and substance untroduction to the Diagnostic and Statistient integrated treatment strategies, incluit of professionals who interact with indiv	se disorders). Explores th cal Manual of Mental Diso	e relationship of these orders; emphasizes the and the development of
C-ID Code: Click her	· ·	☐ Yes ☐ No scriptors.	⊠ N/A
. Will course be cross If yes, which departi Reason for cross-list	ment is responsible for scheduling, updat	ing, and assessing the cou	urse? Human Services

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: HS 176 Co-Occurring Disorders.

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	This course will be offered as a specialization within the non-credit community health worker certificate to provide students with knowledge and understanding of mental health disorders commonly co-occurring with substance use conditions and the presentation of these conditions in healthcare settings.
6.	Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker (non-credit) *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? □ No ☑ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? □ 1 □ 2 ☑ 3 □ Unlimited (Non-credit only) Reason for Repeating:* □ Intercollegiate Athletics □ Intercollegiate Competition □ Occupational Work Experience/General Work Experience □ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10.	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No

 12. If degree-applicable, please complete the following information on articulation recommendation the Articulation Officer for assistance.		
CSU ☐ Yes ☒ No UC ☐ Yes ☒ No Private ☐ Yes ☒ No Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No	ns. Plea	ase contact
Private \square Yes \boxtimes No Will the course satisfy a major requirement at CSU or UC? \square Yes \boxtimes No		
Will the course satisfy a major requirement at CSU or UC? $\ \square$ Yes $\ \boxtimes$ No		
, , ,		
Click Course TitleClick Course No.Click CSU CampusClick UC CampusRequired for PIClick PI	rogram or	Major
Click Course TitleClick Course No.Click CSU CampusClick UC CampusRequired for PropertiesClick PropertiesClick Course TitleClick Course No.Click CSU CampusClick UC CampusRequired for Required for	rogram or	Major
Click Click Click Click Click	Togramion	iviajoi
Click Course TitleClick Course No.Click atClick CSU CampusClick UC CampusRequired forClick Required for	rogram or	Major
12B. General Education: Would you recommend that this course satisfy a GE requirement in ar GE patterns? Please consult with the Articulation Officer before completing this section.	ny of the	e following
	erican	Cultural
	tutions	Diversity
AA/AS/GE Degree		

UC Transfer/GE

IGETC

NEW COURSE PROPOSAL						
Date:	10.6.23	Prepared & Submitted by:	Safiah Mamoon			
Department:	Health Sciences (HSCHS)	Course Prefix & Number:	PH 601NC (401NC)			

Obtain origin	al (blue ink) signatures from your Departme submitting to the Curriculum		an prior to			
44 10 12022	Safiah Mamoon Safiah Mamoon	Safiah Mamoon				
11/9/2022 Dec 19, 2023	Print Name	Signature, Faculty Reques	tor			
	_{Safiah Mamoon} Safiah Mamoon	Safiah Mamoon				
11/9/2022 Dec 19, 2023	Safiah Mamoon SaTIAN Mamoon Print Name	Signature, Department Ch	air			
		0.8.1ata. 0, 2 opartiment en	u			
Click here to	Click here to enter text.	Signature,				
enter a date.	Print Name	Other related discipline Ch	nair (if relevant)			
	Sherrie Loewen Sherrie Loewen	Sherrie Loewen, Ph.D.	, , ,			
11/9/2022 Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Signature, Dean				
Dec 13, 2023	Time Nume	Signature, Dean				
these symbols: ? < Introduction to Pul Units: 0		Lab hrs: 0				
Units: U	Lec IIIs. 3	Lab IIIS: U				
Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit						
TOP Code: 1201.0	Non-Credit Category: Short-term Voc	ational Occupational	Code (SAM): D			
ncepts and termino gencies. An overview amination of the co sease; prevention a ealth and strategies		complishments of public hessions and institutions, a include the epidemiology iding the analysis of the soparities among various poparities	nealth officials and and an in-depth of infectious and chro ocial determinants of oulations; community			
. Is this course be	ing aligned to a C-ID descriptor?	Yes \square No	⊠ N/A			
C-ID Code: N/A	ticulation Officer for assistance with C-ID desc	•				
If yes, see the Ar	ticulation Officer for assistance with C-ID desc	riptors.				
. Will course be cr	oss-listed? ☐ Yes ☒ No artment is responsible for scheduling, updatin	g and assessing the cours	e?			

Reason for cross-listing: N/A

7.

8.

9.

☐ Yes \boxtimes No

10. Will this course be part of an approved family?

If yes, identify family: Click here to enter text.

	If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 1 Introduction to Public Health
5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Course is part of the Community Health Worker non-credit certificate program.
6.	Course Requisites: List all requisites*: Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit certificate program. *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.

Proposed Grading System: □ Letter Grade Only □ Doption of a standard letter grade or Pass/No Pass □ Pass/No Pass only □ Pass/Satisfactory Progress/No Pass (P/SP/NP) □ Non-credit Will course be Repeatable? □ No □ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? □ 1 □ 2 □ 3 □ Unlimited (Non-credit only) Reason for Repeating:* □ Intercollegiate Athletics □ Intercollegiate Competition □ Occupational Work Experience/General Work Experience □ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division	*Paperwork for the program (new or revis	sed) must be submitted at the same time as the new course is being developed
Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?	☐ Letter Grade Only ☐ Pass/No Pass only	•
requirements for a baccalaureate degree. *Provide documentation	Additional skills that will be acquired If yes, how many times? Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/Ge Additional enrollment required requirements for a baccalaureate deg	by repeating this course must be included in the course outline.

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

•	ee-applicable, iculation Office				nformation or	n articula	tion recomme	ndations. Please contact
12A.	Transfer: Wo	uld you reco	mme	end that this co	ourse transfer	to:		
	CSU	□ Y	/es	⊠ No	UC	☐ Yes	⊠ No	
	Private	□Y	'es	⊠ No				
		•	•	requirement a		ð: -	□ Yes □	□ No
Click		Click	at	Click	Click		Required for	Click
Course Title	!	Course No.	at	CSU Campus	UC Cam	pus	Required for	Program or Major
Click		Click	at	Click	Click		Required for	Click
Course Title	!	Course No.	at	CSU Campus	UC Cam	UC Campus		Program or Major
Click		Click	-	Click	Click		Dogwing d for	Click
Course Title	!	Course No.	at	CSU Campus	UC Cam	pus	Required for	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL							
Date:	10/5/2023	Prepared & Submittedby:	Safiah Mamoon				
Department:	Health Sciences (HSCHS)	Course Prefix & Number:	PH 602NC (402NC)				

Obtain original (blue ink) signatures from your Departme		Dean prior to				
Click to enter date	submitting to the Curriculur Safiah Mamoon Safiah Mamoon	Safiah Mamoon					
Dec 19, 2023	Print Name	Signature, Faculty Rec	questor				
	Safiah Mamoon Safiah Mamoon	Safiah Mamoon	•				
Click to enter date Dec 19, 2023	Print Name	Signature, Departmen	t Chair				
Click to enter date	Click here to enter text Print Name	Signature, Other related disciplir	ne Chair (if relevant)				
Click to enter date	Sherrie Loewen Sherrie Loewen	Sherrie Loewen, Ph.D.					
Dec 19, 2023	Print Name	Signature, Dean					
Units: 0	Lec hrs: 3.0	Lab hrs: 0					
these symbols: ? < > ' Health Education an							
Units: 0	Lec hrs: 3.0	Lab hrs: 0					
Credit Status: Credit Status:	redit – Degree Applicable ☐ Credit – No	n-degree Applicable	Non-Credit				
TOP Code: 1261.00	Non-Credit Category: Short-term Vo	cational Occupation	onal Code (SAM): C				
. Anticipated first ter	m of offering: ☐ Fall ☒ Spring	Year 2025					
Catalog Description: Introduction to the principles of health education and promotion as it relates to public health and community health programs. Includes health ethics, health education theory, community health, and the history/practice of health education and promotion. Provides foundational knowledge toward work in public health, community health programs and related health professions.							
C-ID Code: n/a	aligned to a C-ID descriptor?	Yes	⊠ N/A				
. Will course be cross If yes, which depart	-listed? \qed Yes \qed No ment is responsible for scheduling, updati	ng, and assessing the co	ourse?				
Reason for cross-list	ting: n/a						

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: PH 102 Health Education and Promotion

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

Course is part of the Community Health Worker (CHW) non-credit certificate.

6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit Certificate Program *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

	•	ee-applicable, p culation Office			the following info	ormation on articul	ation recomme	ndations. Please contact
	12A.	Transfer: Wou	ıld you reco	mme	nd that this cour	se transfer to:		
		CSU		Yes	⊠ No	UC □ Ye	es 🗵 No	
		Private		Yes	⊠ No			
Will the course satisfy a major requirement at CSU or UC? $\hfill\Box$ Yes $\hfill\Box$ No Please attach documentation. If so, complete the following:							□No	
Co	ourse Title		Course No.	at -	Click CSU Campus	UC Campus	Required for	Program or Major
	lick		Click	o+	Click	Click	 Required for 	Click
Co	ourse Title		Course No.	at -	CSU Campus	UC Campus	- Required for	Program or Major
	lick ourse Title		Click Course No.	at -	Click CSU Campus	Click UC Campus	Required for	Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL							
Date: 10/5/	/2023	Prepared & Submitted by:	Safiah Mamoon				
Department: Health	n Sciences (HSCHS)	Course Prefix & Number:	PH 603NC (403NC)				

Obtain original	(blue ink) signatures from your Departme submitting to the Curriculum		nd Division D	ean prior to
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah M	amoon	
Dec 19, 2023	Print Name	Signatur	e, Faculty Requ	estor
Click to enter date	Safiah Mamoon_Safiah Mamoon_	Safiah M	lamoon	
Dec 19, 2023	Print Name	Signatur	e, Department	Chair
Click to enter date	Click here to enter text			
	Print Name	Signatur		Chair (if other and)
			lated discipline Loewen, Ph.D.	Chair (if relevant)
Click to enter date	Sherrie Loewen Sherrie Loewen			
Dec 19, 2023	Print Name	Signatur	e, Dean	
Units: 0	Lec hrs: 3.0		Lab hrs: 0	
Units: U	Lec nrs: 3.0		Lab nrs: 0	
Credit Status: 🗆 C	Credit – Degree Applicable 🗆 Credit – Nor	n-degree Ap	pplicable 🛭	☑ Non-Credit
TOP Code: 1261.00	Non-Credit Category: Short-term Voc	ational	Occupation	nal Code (SAM): C
. Anticipated first te	rm of offering: \square Fall \boxtimes Spring	Year 20	025	
Students will explore	an introduction to the health inequities in the Ue how education, socioeconomic status, racism, a mental theories to advocate for health and soci	and gender	shape health e	pidemics and policy
C-ID Code: N/A	g aligned to a C-ID descriptor?	Yes	□ No	⊠ N/A
Reason for cross-lis	tment is responsible for scheduling, updatin		_	

not? Course is part of the Community Health Worker (CHW) non-credit certificate 6. Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the <u>Chancellor's Guidelines for Title 5 §55003</u> Will this be a standalone course? ☐ Yes Course will **NOT** be included in a degree or certificate program. Course **WILL** be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit Certificate Program *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed 8. Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ⊠Non-credit 9. Will course be Repeatable? □ No X Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \Box 1 \Box 2 \boxtimes 3 \Box Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation 10. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text.

 \boxtimes No

5. Justification of recommendation for new course: How was the need for this course identified? How will this

course meet student needs in ways that currently approved courses (including those from other departments) do

11.	What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/
	equipment, facilities.

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

•	ee-applicable, p			the following info	ormation on	articulat	ion recomme	ndations. Please contact
12A.	Transfer: Wou	ıld you reco	mme	nd that this cour	se transfer t	0:		
	CSU	□ Y	'es	⊠ No	UC	☐ Yes	⊠ No	
	Private	□ Y	'es	⊠ No				
	Will the course satisfy a major requirement at CSU or UC? $\hfill\Box$ Yes $\hfill\Box$ N Please attach documentation. If so, complete the following:						□ No	
Course Title		Course No.	at -	CSU Campus	Click UC Camp	ous	Required for	Program or Major
Click		Click	at -	Click	Click		Required for	Click
Course Title		Course No.	ac	CSU Campus	UC Camp	ous	riegan ea roi	Program or Major
Click Course Title		Click Course No.	at	Click CSU Campus	Click UC Camp	ous	Required for	Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL							
Date: 10/5/2023	Prepared & Submitted by:	Safiah Mamoon					
Department: Health Sciences (HSCHS)	Course Prefix & Number:	PH 604NC (404NC)					

Obtain original (blue ink) signatures from your Departmo			
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mamoon Signature, Faculty Requestor Safiah Wamoon		
Dec 19, 2023	Print Name			
Click to enter date	Safiah Mamoon Safiah Mamoor			
Dec 19, 2023	Print Name	Signature, Department Chair		
Click to enter date	Click here to enter text.			
	Print Name	Signature,		
	Charria Laguan	Other related discipline Chair (if relevant) Sherrie Loewen, Ph.D.		
Click to enter date Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name			
Dec 19, 2025	FIIII Name	Signature, Dean		
these symbols: ? < > ' Interprofessional Co Units: 0	'\/*:) mmunication in Healthcare Lec hrs: 1.0	Lab hrs: 0		
Credit Status: \square Cr	redit – Degree Applicable 🗆 Credit – No	n-degree Applicable 🛛 Non-Credit		
TOP Code: 1261.00	Non-Credit Category: Short-term Vo	cational Occupational Code (SAM): C		
teamwork, patient-outcomes. Verbal, n	ighly important interprofessional commu	Year 2025 nication skills for the healthcare setting, including aboration toward improvement of patient kills are covered. Students will learn the value of g and how to communicate assertively.		
C-ID Code: n/a	aligned to a C-ID descriptor?	Yes ⊠ No □ N/A criptors.		
. Will course be cross If yes, which depart Reason for cross-list	ment is responsible for scheduling, updati	ng, and assessing the course?		
	a Non-Credit course with a Credit course- ommunication in Healthcare	please list Credit Course here: PH 204:		

not? Course is part of the Community Health Worker (CHW) non-credit certificate. 6. Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003 7. Will this be a standalone course? ☐ Yes Course will **NOT** be included in a degree or certificate program. Course **WILL** be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit Certificate Program *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed 8. Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ⊠Non-credit 9. Will course be Repeatable? ☐ No Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \Box 1 \Box 2 \boxtimes 3 \Box Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation 10. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. \boxtimes No

5. Justification of recommendation for new course: How was the need for this course identified? How will this

course meet student needs in ways that currently approved courses (including those from other departments) do

	•	ee-applicable iculation Offi			e following inf ⊠ N/A	ormation or	n articulatio	n recommen	dations. Ple	ase contact
	12A.	Transfer: W	ould you re	commend	that this cou	rse transfer	to:			
		CSU		☐ Yes	⊠ No	UC	□ Yes 🗵	☑ No		
		Private		Yes	⊠ No					
_			•	-	quirement at so, complete		g:	Yes equired for	l No	
_	ext. ourse Title		Course No.	_	U Campus	UC Cam		equired for _	Program o	r Maior
	lick		Click	— at <u>Cl</u>	'	Click				
	ourse Title		Course No.	— at — cs	U Campus	UC Can	npus R	equired for -	Program o	r Major
С	lick		Click	. Cl	ick	Click		equired for =	Click	
Co	ourse Title		Course No.	at cs	U Campus	UC Can	npus R	equired for	Program o	r Major
12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.										
			Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
_			Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
	A/AS/GE	Degree								
_	SU G.E.	/0-								
U	C Transfe	r/GE								

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

IGETC

equipment, facilities.

NEW COURSE PROPOSAL					
Date: October 6, 2023	Prepared & Submitted by:	Nicole Major			
Department: Sociology/Aging Studies	Course Prefix & Number:	SOC 625NC (425NC)			

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.							
	Click to enter date	Nicole Major Nicole Major	Nicole Major				
	Dec 19, 2023	Print Name	Signature, Faculty Re	equestor	-		
	Click to enter date	Allison Camelot Allison Camelot	Allison Camelot (Dec 19, 2023 13:53 PS	7)			
	Dec 19, 2023	Print Name	Signature, Departme	ent Chair			
	Click to enter date	Safiah Mamoon	Safiah Mamoon				
	Dec 19, 2023	Print Name	Signature, Other related discipl	line Chair (if relevant)			
	Click to enter date	Christina Hinkle Christina Hinkle	Christina Hinkle	, ,			
	Dec 19, 2023	Print Name	Signature, Dean				
_							
	Course Title (60 Characte these symbols: ? < > " \ / Sociology of Aging		Title: Sociology of Ag	ing			
	Units: 0	Lec hrs: 3.0	Lab hrs:	0			
	Credit Status: ☐ Credit	– Degree Applicable ☐ Credit – No	n-degree Applicable	⋈ Non-Credit			
	TOP Code: 130900	Non-Credit Category: Short-term voo	cational Occupat Occupat	ional Code (SAM): C- Clear ional	ſly		
1.	Anticipated first term of	f offering: ☐ Fall ☒ Spring	Year 2025				
2.	Examines age as a social and social norms on the theories/perspectives of and present, demographing retirement and work, go politics and social policies.	I construct and aging as a social process aging individuals. Topics covered are: f aging, current social research on issurbics of the aging population, the life coender inequalities, housing and transpes. Particular attention to the sociological service learning requirement.	the study of aging, ages of aging, views of aging, views of a curse, race and ethnic ortation, recreation a	geism, sociological aging in other societies par ity, the healthcare system nd leisure, family life, and	st 1,		
3.	Is this course being align C-ID Code: Click here to If yes, see the Articulation		Yes	⊠ N/A			
4.		ed? □ Yes □ No It is responsible for scheduling, updati	ng, and assessing the o	course?			

Reason for cross-listing: N/A

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: SOC 125: Sociology of Aging.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

This course will be offered as a specialization within the non-credit community health worker certificate so students can have background information working with older adults and their families. Students can also use this class if they would like to further their studies in credit Aging Studies class.

	class if they would like to further their studies in credit Aging Studies class.
6.	Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☒ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker (non-credit) *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text.

ackr e.g. starr, rac	cuity, suppli	es/
ulation recommend	dations. Ple	ase contact
es 🗵 No		
— Required for -	Click Program o	r Major
— Required for -	Click Program o	r Major
y a GE requirementing this section.	t in any of th	ne following
muni- Math/	American	Cultural
uantitative		Diversity
	ulation recommenters Solve So	☐ Yes ☐ No Required for ☐ Click Program of Click Progra

CSU G.E.

IGETC

UC Transfer/GE

	New Program Initiation Form (not needed for ADTs)	Agenda Item Page 39						
1	Idea for program. ADTs do NOT need to complete this process. From Regional OC CHW Project							
	Faculty Initiator completes Part 2 of this New Program Initiation Form in preparation for Step 3.							
	a. Program Name: Community Health Worker							
	b. Program Type: Certificate of Completion							
	c. Program TOP code: 1261.00 CIP: 51.2208							
2	 d. Contact information for Program Initiator: Safiah Mamoon smamoon@saddleback.edu (949) 582-4731 e. Proposed Pathway for new program: The non-credit CHW mirrors 4 of the for-credit courses in the for-credit CHW Certificate of Achievement which is a pathway to Public Health ADT program. This will increase enrollments in the courses. The 2 for credit programs share 12 units (4 courses) including Introduction to Public Health, Statistics courses (MATH 10 or PSYC 44 or BUS 10), Contemporary Health Issues, and Health and Social Justice. Students in the CHW program can also consider pursuing the Public Health Informatics and Technology (PHIT) certificate program. There are multiple entry and exit points for the CHW certificate. f. Summary description of the new program: This non-credit Community Health Worker (CHW) Certificate of Completion can be completed in about 216 hours. Students can choose between 2 of the experiential specialties as their capstone course in either aging or cooccurring disorders. Skills are related to public health, healthcare, and social services. CHWs provide services including health education, navigation through healthcare systems and services, health outreach, community health data collection, and health promotion. Graduates will be able to help improve quality of life for clients by 							
	The California Budget 2021-22 establishes that CHWs are now a benefit provided within the Medi-Ca Students who successfully complete the CHW program will gain competencies in communication skil to medicine and healthcare, healthcare services navigation and coordination, health education and public health principles, etc., that can lead to employment as a Community Health Wo higher education in public health, and further explore related fields in public/allied health occupation. Please list all courses to be included in the program and total units: If courses are new or need to	ls as it relates promotion, rker, seek ns.						
	please mark as such. New Courses: • PH 601NC (401NC) Introduction to Public Health 49.8 hours • PH 603NC (403NC) Health Education and Promotion 49.8 hours							
	PH 602NC (402NC) Health Education and Promotion 49.8 hours PH 603NC (402NC) Health and Social Justice 49.8 hours							
	 PH 603NC (403NC) Health and Social Justice 49.8 hours PH 604NC (404NC) Interprofessional Communication in Healthcare 16.6 hours 							
	SOC 625 NC (425NC) Sociology of Aging 49.8 hours							
	OR HS 676NC (476NC) Co-Occurring Disorders 49.8 hours							
	Total Hours: 215.8							
	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4							

	10441110413122310		
	Document Department/Inter-Departmental discussions	s with signatures in preparation for Step 4	
3	Signature/Date, Program Initiator Safiah Mamoon 2/16/24	Signature/Date, Dept. Chair Safiah Wamoon 2/16/24	
	Signature/Date, Division Dean Sherrie Loewen, Ph.D.	Other discipline faculty/chair (if applicable) or ☐ n/a	
1	Articulation Officer: Review date (if applicable)	EWD Director: Review date (if applicable)	
4	Date Initials	Date Initials	

School/				
Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other
				noncredit enhanced funding, L=not eligible for
				enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship,
				B=advanced occupational, C=clearly occupational,
				D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled
				for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign
				programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units val=validation
				crs id fr AEWD 771NC to AEWP 771NC , cat
				desc, sch desc, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692151.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE			MODILITY CVILLO	
CE	771NC	993003.00	MOBILITY SKILLS	Enhanced Funding

				crs id fr AEWD 774NC to AEWP 774NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692154.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	774NC	993004.00	SELF ADVOCACY SKILLS	Enhanced Funding
				crs id fr AEWD 775NC to AEWP 775NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692155.00		CA Classification code fr L Non Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	775NC	993005.00	COMPUTER SKILLS LAB	Enhanced Funding
				crs id fr AEWD 776NC to AEWP 776NC, ti fr
				FUNDAMENTALS OF INDEPENDENT LIVING
				SKILLS (ILS) to FUNDAMENTALS OF
				INDEPENDENT LIVING SKILLS, cat desc, sch
				desc, DE, pcs fr not program applicable to
				program applicable, retaining rpt 99 times,
				special class status fr Course is designated
				as an approved special class for students
				with disabilities to Course is not a special
				class, noncredit category fr E - Courses for
		fr		Persons with Substantial Disabilities to J -
		992869.00	FUNDAMENTALS OF	Workforce Preparation, CA Classification
	AEWD	to	INDEPENDENT LIVING SKILLS	code fr L - Non-Enhanced Funding to J -
CE	776NC	993006.00	(ILS)	Workforce Preparation Enhanced Funding

				crs id fr AEWD 777NC to AEWP 777NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992863.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	777NC	993007.00	BASIC COMMUNITY SKILLS	Enhanced Funding
				crs id fr AEWD 778NC to AEWP 778NC, ti fr
				INTRODUCTION TO FUNCTIONAL
				ACADEMIC SKILLS to INTRODUCTION OF
				FUNCTIONAL ACADEMICS, cat desc, sch
				desc, DE, pcs fr not program applicable to
				program applicable, retaining rpt 99 times,
				special class status fr Course is designated
				as an approved special class for students
				with disabilities to Course is not a special
				class, noncredit category fr E Courses for
		fr		Persons with Substantial Disabilities to J -
		992868.00	INTRODUCTION TO	Workforce Preparation, CA Classification
	AEWD	to	FUNCTIONAL ACADEMIC	code fr L - Non-Enhanced Funding to <u>J -</u>
CE	778NC	993008.00	SKILLS	Workforce Preparation Enhanced Funding
				crs id fr AEWD 781NC to AEWP 781NC , cat
				desc, sch desc, txt, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E-
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692156.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	781NC	<u>993009.00</u>	PERSONAL SAFETY	Enhanced Funding

				crs id fr AEWD 782NC to AEWP 782NC, ti fr
				PERSONAL BUDGETING AND BANKING to
				PERSONAL BANKING AND BASICS OF
				BUDGETING, cat desc, sch desc, DE, pcs fr
				not program applicable to program
				applicable, retaining rpt 99 times, special
				class status fr Course is designated as an
				approved special class for students with
				disabilities to Course is not a special class.
				noncredit category fr E Courses for
		fr		Persons with Substantial Disabilities to J -
		692157.00		Workforce Preparation, CA Classification
	AEWD	to	PERSONAL BUDGETING AND	code fr L Non-Enhanced Funding to J -
CE	782NC	993010.00	BANKING	Workforce Preparation Enhanced Funding
				crs id fr AEWD 783NC to AEWP 783NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692158.00		CA Classification code fr L Non Enhanced
	AEWD	to	COMMUNICATION IN THE	Funding to J - Workforce Preparation
CE	783NC	993011.00	WORKPLACE	Enhanced Funding
				crs id fr AEWD 784NC to AEWP 784NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692159.00		CA Classification code fr L Non Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	784NC	993012.00	CRITICAL THINKING SKILLS	Enhanced Funding

				crs id fr AEWD 785NC to AEWP 785NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992856.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	785NC	993013.00	HEALTHY RELATIONSHIPS	Enhanced Funding
				crs id fr AEWD 786NC to AEWP 786NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992864.00		CA Classification code fr L Non Enhanced
	AEWD	to	CAREER GOALS AND JOB	Funding to J - Workforce Preparation
CE	786NC	993014.00	EXPLORATION	Enhanced Funding
				crs id fr AEWD 787NC to AEWP 787NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E-
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992865.00		CA Classification code fr L - Non-Enhanced
	AEWD	to	CAREER PLANNING AND JOB	Funding to J - Workforce Preparation
CE	787NC	<u>993015.00</u>	SEARCH	Enhanced Funding

				crs id fr AEWD 788NC to AEWP 788NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992867.00		CA Classification code fr L - Non-Enhanced
	AEWD	to	INTRODUCTION TO	Funding to J - Workforce Preparation
CE	788NC	993016.00	EMPLOYABILITY SKILLS	Enhanced Funding

SADDLEBACK COLLEGE NEW PROGRAMS ACADEMIC YEAR 2024-2025

New <u>Pre-Vocational Skills</u> <u>Certificate of Completion</u>

The Adult Education Workforce Preparation Pre-Vocational Skills Certificate of Completion is designed for students to demonstrate basic prevocational and life skill attainment. The goal of this certificate is to build independent living skills, community awareness, social skills, and general vocational skills so that students can successfully identify life and vocational goals and apply the necessary skills to work and live more independently. Emphasis will focus on basic independent living skills, community awareness, and relevant functional academic and vocational skills. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able</u> <u>to:</u>

- <u>Identify or safely utilize community</u> mobility and transportation options.
- Advocate for personal needs and rights.
- <u>Utilize technological tools necessary for</u> <u>workplace and community challenges.</u>
- <u>Identify procedures for responding to independent living situations/</u> environments.
- <u>Identify community regulations and</u> emergency numbers/procedures.
- Identify basic workplace skills, including communication and safety skills.

Required Core

AEWP 771NC	Mobility Skills	149.4
AEWP 774NC	Self Advocacy Skills	49.8
AEWP 775NC	Computer Skills Lab	16.6
AEWP 776NC	Fundamentals of Independ	<u>ent</u>
	Living Skills	49.8
AEWP 777NC	Basic Community Skills	49.8
AEWP 778NC	Introduction of Functional	
	Academics	49.8

Total Hours for the Certificate 365.2

SADDLEBACK COLLEGE NEW PROGRAMS ACADEMIC YEAR 2024-2025

New <u>Employability Skills</u> <u>Certificate of Completion</u>

The Adult Education Workforce Preparation Employability Skills Certificate of Completion is designed for students who have demonstrated basic pre-vocational, independent living, and community skills, who are actively seeking employment or internship opportunities (paid or unpaid). The goal of this certificate is to build employment readiness skills so that students can further vocational and independent living opportunities. Emphasis will focus on workplace (and community) safety, personal finance, problem solving, and healthy relationships in the workplace. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able</u> <u>to:</u>

- <u>Identify community regulations and</u> <u>emergency numbers/procedures.</u>
- <u>Demonstrate ability to create a budget</u> based on identified needs as well as means.
- <u>Utilize effective problem-solving skills</u>
 <u>typical to workplace environments.</u>
- <u>Identify appropriate social boundaries</u> <u>related to maintaining healthy</u> <u>relationships.</u>
- <u>Identify basic workplace skills, including</u> communication and safety skills.

Required Core

<u>AEWP 781NC</u>	Personal Safety	<u> 49.8</u>
AEWP 782NC	Personal Banking and	
	Basics of Budgeting	49.8
AEWP 784NC	Critical Thinking Skills	49.8
AEWP 785NC	Healthy Relationships	49.8

Total Hours for the Certificate 199.2

SADDLEBACK COLLEGE NEW PROGRAMS ACADEMIC YEAR 2024-2025

New Workplace Skills Certificate of Completion

The Adult Education Workforce Preparation Workplace Skills Certificate of Completion is designed for students who have demonstrated basic independent living, community awareness, and employment readiness skills who are actively employed or actively seeking employment and/or internship opportunities (paid or unpaid). The goal of this certificate is to build employment readiness skills so that students can further vocational and independent living opportunities as well as sustain existing opportunities. Emphasis will focus on relevant vocational skills and effective communication in the workplace. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able to:</u>

- <u>Identify effective means of communication</u> with supervisors.
- <u>Identify effective means of communication with co-workers.</u>
- <u>Identify procedures involved in finding,</u> applying and interviewing for a job.
- Demonstrate employability skills necessary in workplace situations/environments.
- <u>Identify basic workplace skills, including communication and safety skills.</u>

Required Core

A EXAMP -O - NG	0 ' ' ' ' ' '	
AEWP 783NC	Communication in the	
	Workplace 4	<u>9.8</u>
AEWP 786NC	Career Goals and Job	
	Exploration 4	<u>9.8</u>
AEWP 787NC	Career Planning and Job	
	Search 4	<u>9.8</u>
AEWP 788NC	Introduction to	
	Employability Skills 4	<u>9.8</u>

Total Hours for the Certificate 199.2

	NEW COURSE PROPOSAL
Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINA	
Obtain original (bl	ue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.
Click to enter date	K LUNETTO
Click to enter date	Print Name Signature, Department Chair
Click to enter date	Click here to enter text
Click to enter date	ANTHONY TENG Signature, Dean
Units: 2 Credit Status: ⊠ Cred TOP Code: 1306.30	Lec hrs: 1 Lab hrs: 3 lit – Degree Applicable
. Anticipated first term	of offering: ⊠ Fall □ Spring Year 2025
the origin and style of beverages with food, palate development, f Other subjects include	role that wine contributes to the commercial dining experience. The course will emphasize wines from various global locations. The theory and hands-on practice of pairing alcoholic professional level tasting and evaluation, and proper beverage service. Label terminology, flavor interaction, and traditional or "classic" European wine pairings will also be discussed a purchasing, storing, pricing, merchandising, and serving wine in a restaurant or cafe setting years of age or older to consume wine.
C-ID Code: Click here t	gned to a C-ID descriptor? ☐ Yes ☐ No ☐ N/A to enter text. tion Officer for assistance with C-ID descriptors.
	s-listed? Yes No ent is responsible for scheduling, updating, and assessing the course? g: Click here to enter text.
B. If you are mirroring	a Non-Credit course with a Credit course- please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
6.	Course Requisites: List all requisites*:
	Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Click here to enter text. Limitation on enrollment: Click here to enter text.
	Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program.
	☑ No Course WILL be included in a degree and/or certificate program.
	Which ones: Advanced Culinary AS & Cert; Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System:
	☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
	L Lassy No Lass Offig
9.	Will course be Repeatable? ⊠ No □ Yes
	Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only)
	Reason for Repeating:*
	☐ Intercollegiate Athletics
	☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience
	☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division
	requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family?
	☐ Yes ☐ If yes, identify family: Click here to enter text. X No

equipme	sources will be needed in ent, facilities. Il of Wine tasting for stud			leback? e.g. sta	aff, faculty, sup	oplies/
_	-applicable, please complet lation Officer for assistance	_	formation on art	iculation recomr	nendations. Ple	ease contact
C	ransfer: Would you recomm SU □ Yes rivate □ Yes			Yes ⊠ No		
	/ill the course satisfy a majo lease attach documentation	-		□ Yes	⊠ No	
	Click	t Click CSU Campus t Click CSU Campus			or Click Program of Program of the P	or Major or Major
	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE						
Cal-GETC						

	NEW COURSE PRO	POSAL		
Date: 1/14/24	Prepared & Su	ubmitted by:	K LUNETTO	
Department: CULINARY	Course Prefix	& Number 600:	CUL 608 (208	3)
Obtain original (blue in	nk) signatures from your Departi submitting to the Curriculu		Division Dean	prior to
Click to enter date	K LUNETTO	Signature, Fa	culty Requestor	
Click to enter date	Print Name	Signature, De	epartment Chair	
Click to enter date (Click here to enter text Print Name	Signature Other related	d discipline Chair (f relevant)
Click to enter date	ANTHONY TENG Print Name	Signature, De	ean J	
these symbols: ? < > " \ / * Contemporary Topics in Fo	:) ood Service	t Title: Contemp		
Units: 2	Lec hrs: 1	Lā	b hrs: 3	
Credit Status: ⊠ Credit –	Degree Applicable ☐ Credit – N	on-degree Appli	cable 🗆 Non	-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to	enter text. O	ccupational Cod	de (SAM): C
1. Anticipated first term of o	offering: ⊠ Fall □ Spring	Year 2025		
ingredients, and substitut purposes, and a wide rang	es needed to adapt to consumer he ions. Special diets, consumer prefe ge of dietary challenges are examin propriate, and modern professiona	erences in regard ned while providi	to personal, mong culinary insp	edical, or religious piration with an
 Is this course being aligne C-ID Code: Click here to en If yes, see the Articulation 	· ·		☑ No	□ N/A
 A. Will course be cross-list If yes, which department in Reason for cross-listing: C 	is responsible for scheduling, upda	ting, and assessi	ng the course?	

B. If you are mirroring a Non-Credit course with a Credit course-please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert, Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. X No.

	nt, facilities.	reeded III (order to offer ti	iis class at Jauu	Teback: e.g. ste	an, racally, 5 a ,	рие <i>s</i> /
_	pplicable, pleas tion Officer for		_	formation on art	iculation recomi	mendations. Ple	ease contact
CSU Priv	J vate	□ Yes □ Yes	end that this cou ☑ No ☑ No	UC 🗆	Yes ⊠ No	57 14	
			requirement at and complete be		☐ Yes	⊠ No	
	Clic Cour Clic Cour	se No. at se No. at when we will be seen at when we will be seen at the weight at the seen		Click UC Campus Click UC Campus Click UC Campus at this course saticer before comp	Required f	or Click Program of Click Or Program of The Control	or Major or Major
	Language/Ra (English (Communication Thinking/Critic Mathema	Comp, n/Analytical al Thinking,	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE							
Cal-GETC							

	IEW COURSE PROPOSAL	
Date: 11/20/2023	Prepared & Submitted by:	Kathleen Lunetto
Department: Culinary	Course Prefix & Number 600	CUL 655 (255)
Obtain original (blue ink) signatures f	rom your Department Chair and ng to the Curriculum Office.	Division Dean prior to
Click to enter date Kathleen Lunetto _ Print Name	Signature, E	aeulty Requestor
Click to enter date Lisa Inlow Print Name	Juve 10 Signature, D	epartment Chair
Click to enter date Click here to ent Print Name	Signature/	d discipline Chair (ff relevant)
Click to enter date Anthony Teng Print Name	Signature, D	lhy fr
Course Title (60 Character max and do not these symbols: ? < > " \ / * :) PRINCIPLES OF ARTISAN BAKING	use any of Short Title: Artisan B	aking
Units: 4 Lec h	irs: 1	ab hrs: 9
Credit Status: ⊠ Credit – Degree Applica	ble □ Credit – Non-degree Appli	icable 🗆 Non-Credit
		Occupational Code (SAM): C
. Anticipated first term of offering:	☑ Fall ☐ Spring Year 2025	;
. Catalog Description:		
A systematic approach to bread, including placed on the use of traditional fermenta		
how mixing affects fermentation, and oth		
department dress standards. Field trips a		,
 Is this course being aligned to a C-ID desc C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assistance 		⊠ No □ N/A
 Will course be cross-listed? ☐ Yes If yes, which department is responsible for 	☑ No or scheduling, updating, and assessing	ing the course?
Reason for cross-listing: Click here to ente	er text.	8/2021

 We currently do not offer a class solely focused on bread making and advanced techniques needed master to work as a professional baker. Recommended by advisory committee. Necessary to fulfill requirements of a Baking and Pastry program similar to other community colleg programs. Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification Co-requisite: CUL 244 Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003 	nts) do
 Necessary to fulfill requirements of a Baking and Pastry program similar to other community colleg programs. Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification Co-requisite: CUL 244 Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. 	to
6. Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification Co-requisite: CUL 244 Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text.	
List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification Co-requisite: CUL 244 Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text.	e
 7. Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Baking and Pastry AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being defended. 	eveloped
8. Proposed Grading System: □ Letter Grade Only □ Pass/No Pass only □ Non-credit □ Non-credit □ Proposed Grading System: □ Description of a standard letter grade or Pass/No Pass □ Pass/Satisfactory Progress/No Pass (P/SP/NP)	
9. Will course be Repeatable? \(\simes \) No \(\simes \) Yes Additional skills that will be acquired by repeating this course must be included in the course outling lifyes, how many times? \(\simes 1 \) \(\simes 2 \) \(\simes 3 \) Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower requirements for a baccalaureate degree. *Provide documentation	
10. Will this course be part of an approved family?☐ Yes If yes, identify family: Click here to enter text.☒ No	8/2021

11. What resource equipment, fac No additional	cilities.		er to offer th	is class at S	Saddleba ƙ	? e.g. staff,	faculty, sup	plies/
12. If degree-application of	Officer for assis	tance.	⊠ N/A			n recommen	dations. Ple	ase contact
12A. Transfer CSU Private] Yes	that this cou ☑ No ☑ No	rse transfer UC	to: □ Yes ▷	☑ No		
	course satisfy a					Yes 🗵	No	
Click Course Title	Click Course No.		J Campus	Click UC Cam	ipus	equired for –	Hogramoi	Major
Click	Click	— at Cli		Click	R	equired for –	Click	
Course Title	Course No.		J Campus	UC Cam	npus .	·		Major
Click Course Title	Click Course No.	— at Cli	J Campus	Click UC Can	npus R	equired for -	Click Program or	Major
12B. General GE patterns? Pl					-		nt in any of t	he following
	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
								1000

	NEW COURSE PROPOSAL	
Date: 1/14/2024	Prepared & Submitted by:	K Lunetto Click here to enter
Department: Culinary	Course Prefix & Number 600:	CUL 660 (CUL 260)
Obtain original (blue ink) signature submit	s from your Department Chair and ting to the Curriculum Office.	Division Dean prior to
Click to enter date Kathleen Lunette Print Name		aculty Requestor
Click to enter date Clisa Inlow Print Name	Signature,	Department Chair
Click to enter date Click here to e Print Name	Signature /	ed discipline Chair (if relevant)
Click to enter date Anthony Teng Print Name	Signature, C	Dean
Credit Status: ⊠ Credit – Degree Appli	c hrs: 2 L cable □ Credit – Non-degree Appl	and Culture of The Americas ab hrs: 3 icable
 Anticipated first term of offering: Catalog Description: Prepare, taste, serve, and evaluate tradingredients, flavor profiles, preparation South America, and the Caribbean. The how people from diverse world culture. 	☑ Fall ☐ Spring Year 2025 Iitional regional dishes of the Americs, and techniques for cuisines repressions course develops an expanded under	as. Emphasis will be placed on entative of the United States, Mexico, estanding and appreciation of why and
 Is this course being aligned to a C-ID de C-ID Code: Click here to enter text. If yes, see the Articulation Officer for as 		⊠ No □ N/A
 A. Will course be cross-listed? ☐ Yes If yes, which department is responsible Reason for cross-listing: Click here to er 	for scheduling, updating, and assess	ing the course?
B. If you are mirroring a Non-Credit cou	rse with a Credit course- please list (Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	ommended by advisory committee. essary to fulfill requirements of culinary program similar to other community college programs.
	Click here to enter text.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes ☐ If yes, identify family: Click here to enter text.

	terns? Please c	tion: Would you onsult with the ge/Rationality		icer before comp			the following
							the following
			, rocommand the	at this course sat	isfy a GF require	mant in any of	
Course Title		Course No. at	CSU Campus	UC Campus	Required f	or Click Program o	or Major
Course Title Click				UC Campus Click	nequirear	Program o	or Major
Click			Click CSU Campus	Click	Required f	or Click	
Click Course Title		Click at	Click CSU Campus	Click UC Campus	Required f	or Click Program o	or Major
	Please attach o	locumentation	and complete be	elow:			
			r requirement at		☐ Yes	⊠ No	
	Private	☐ Yes	⊠ No				
12A.	Transfer: Wou	ıld you recomm □ Yes	nend that this cou ⊠ No		Yes ⊠ No		
the Arti	iculation Officer	for assistance.	⊠ N/A				
				formation on art	iculation recom	mendations. Ple	ease contact
None							

	NE	W COURSE PROPOSAL		
Date: 1/14/	2024	Prepared & Submitted	dby: K Lunetto	
Department: Culina	ry	Course Prefix & Number	er 600: CUL 663)CUL 263)	
Obtain original (l		om your Department Cha g to the Curriculum Office	air and Division Dean prior to e.	
Click to enter date	Kathleen Lunetto Print Name	Sign	nature, Faculty Requestor	
Click to enter date	Print Name	une the	nature, Department Chair	<u> </u>
Click to enter date	Click here to ente Print Name	Sign	nature) er yellated discipline Chair (if relevant)	
Click to enter date	Anthony Teng Print Name	Sign	hature, Dean	-
Units: 3 Credit Status: ☑ Cre TOP Code: 130630		s: 2 e		
ofiles, preparations, an idamentals of other re	l evaluate traditional, r d techniques represent gional European cuisin rom diverse world cultu	egional dishes of Europe. E tative of the cuisines from es. The course develops ar	Emphasis will be placed on ingredied France, Italy, and Spain and will inconsexpanded understanding and appreciated appreciate	lude
C-ID Code: Click here		ptor? ☐ Yes ance with C-ID descriptors	⊠ No □ N/A	
		⋈ No scheduling, updating, and text.	assessing the course?	
B. If you are mirrorir	ng a Non-Credit course	with a Credit course- pleas	se list Credit course here:	

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommended by advisory committee.
	Necessary to fulfill requirements of culinary program similar to other community college programs.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10.	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. X No

	resources will ment, facilities		order to offer t	his class at Sadd	leback?	e.g. stafi	f, faculty, sup	oplies/
_		olease complete r for assistance		formation on art	iculati¢n	recommo	endations. Ple	ease contact
12A.	Transfer: Wou	uld you recomm	nend that this cou	urse transfer to:				
	CSU	☐ Yes	⊠ No	UC 🗆	Yes 🗵	No		
	Private	☐ Yes	⊠ No					
	Please attach	Click at Click Course No. Click Course No. Click Course No. Click Course No. at Click Course No. Click Cours	Click CSU Campus Click CSU Campus		Rec	quired for quired for quired for requirem	Click Program o Click Program o	r Major r Major
	(En Commun Thinking,	ge/Rationality glish Comp, ication/Analytical /Critical Thinking, thematics)	Arts/Humanities	Social/Behavioral Sciences	Natural S	ciences	Life Long Understanding	Ethnic Studies
Local GE								
Cal-GETC								

	NEW	COURSE PROPOS	AL		
Date: 1/14/2	024 P	repared & Submi	tted by:	K Lunetto	ethermal promotion and the state of the stat
Department: Culinary		Course Prefix & Nur	mber 600:	CUL 665 (CUL 265)
Obtain original (b	lue ink) signatures from submitting to	your Department the Curriculum Of		ivision Dea	n prior to
Click to enter date	Kathleen Lunetto Print Name		Signature, Facu	yty Requesto) -
Click to enter date	Print Name	nto	Signature, pep	artment Cha	ir
Click to enter date	Click here to enter te Print Name		Signature, Other elated	lisgipline Ch	air (if relevant)
Click to enter date	Anthony Teng Print Name		Signature, Dea	hyd	7
Cuisine and Culture of Units: 3 Credit Status: Cre	Lec hrs: 2 dit – Degree Applicable			hrs: 3 ble 🔲 N	on-Credit
TOP Code: 1306.30	Non-Credit Category:	: Click here to enter	text. Occ	cupational (Code (SAM): C
Anticipated first term	of offering:	Fall □ Spring	Year 2025		
redients, flavor profiles rocco, Tunisia, Greece,	evaluate traditional, region, preparations, and techn and Egypt. The course deworld cultures with varyin	iques representativ evelops an expande	e of the cuisi d understand	nes from T ling and ap	urkey, Lebanon, preciation of why and
C-ID Code: Click here	igned to a C-ID descriptor to enter text. ation Officer for assistanc			No	□ N/A
	is-listed? ☐ Yes ☐ lent is responsible for sch ng: Click here to enter tex		and assessing	the course	2?
B. If you are mirroring	g a Non-Credit course wit	h a Credit course- p	lease list Cre	dit course	nere:

5.	course meet student needs in ways that currently approved courses (incluating those from other departments) do not?
	Recommended by advisory committee.
	Necessary to fulfill requirements of culinary program similar to other community college programs.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines & Title 5 \$5003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate prog am. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Dass/Satisfactory Progr Ss/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-fedit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☐ X No

	ment, facilities		order to offer t	his class at Sadd	lleback? e.g. sta	aff, faculty, su	pplies/
the Art	iculation Office	r for assistance.	⊠ N/A	formation on art	icula ion recomr	mendations. Pl	ease contact
12A.	200	ıld you recomm	end that this co	urse transfer to:			
	CSU	☐ Yes	⊠ No	UC 🗆	Yes 🗵 No		
	Private	☐ Yes	⊠ No		1		
Click Course Title Click Course Title Click Course Title		Click at Course No. Click at Course No. Click at Course No.	Click CSU Campus Click CSU Campus Click CSU Campus Click CSU Campus	Click UC Campus Click UC Campus Click UC Campus	Required f Required f Required f	or Click Program (or Major
		· ·		at this course sat icer before comp			the following
	(En Commun Thinking,	ge/Rationality glish Comp, ication/Analytical 'Critical Thinking, thematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
		•					
Local GE					4		

Date: 1/14/20					Y. 18 (45) (1) 42 A
Date: 1/14/20	024	Prepared & Subm	itted by:	K Lunetto Click here	e to enter
Department: Culinary		Course Prefix & Nu	mber 600:	CUL 667 (CUL 267)	
Obtain original (blu		m your Department to the Curriculum C		ivision Dean prior to	
Click to enter date	Kathleen Lunetto Print Name		Signature, Fac	ılty Requestor	_=
Click to enter date	Print Name	netto -	Signature, Dep	artment Chair	<u>) </u>
Click to enter date	Click here to enter Print Name	text	Signature, Other related	isopline Chair (if relevant)
Click to enter date	Anthony Teng Print Name		Signature, Dea	my fry	
these symbols: ? < > " \ Cuisine and Culture of A Units: 3		: 2	Lab	hrs: 3	
TOD Codo: 120020	Non-Credit Catego	ry Click horo to onto		" IC (CAAA)	_
Anticipated first term of Catalog Description: Prepare, taste, serve, a flavor profiles, prepara	of offering: and evaluate tradition ations, and techniques ne course develops an	☑ Fall ☐ Spring Ital and regional dishest representative of the expanded understar	Year 2025 s of Asia. Emp e cuisines fro ding and app	cupational Code (SAM): hasis will be placed on m China, Korea, Japan, reciation of why and ho	ingredien Vietnam,
Catalog Description: Prepare, taste, serve, a flavor profiles, prepara Thailand, and India. Th	of offering: and evaluate tradition ations, and technique ne course develops an ltures with varying ba- gned to a C-ID descrip o enter text. tion Officer for assista	□ Fall □ Spring al and regional dishes representative of the expanded understanckgrounds approached to the expanded to the expande	Year 2025 s of Asia. Empe cuisines froding and appersonand bever	hasis will be placed on m China, Korea, Japan, reciation of why and ho	ingredien Vietnam,

ο.	course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommended by advisory committee.
	Necessary to fulfill requirements of culinary program similar to other community college programs.
ō.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text.
	⊠ No

	resources will ment, facilitie		order to offer t	his class at Sadd	lleback? e.g. sta	aff, faculty, sup	oplies/
							Ŧ
_		olease complete r for assistance.		formation on art	iculation recomi	mendations. Plo	ease contact
12A.			nend that this cou				
	CSU	☐ Yes	⊠ No	UC 🗆	Yes ⊠ No		
	Private	☐ Yes	⊠ No				
			r requirement at and complete be		□ Yes	⊠ No	
Click		Click .	Click	Click		Click	
Course Title		Click at	CSU Campus	UC Campus	Required f	Or ————Program o	or Major
Click		Click at	Click	Click	Required f	or Click	
Course Title				UC Campus			or Major
Click Course Title		Click Course No. at	Click CSU Campus	Click UC Campus	Required f	or Click Program o	or Major
12B.		ition: Would you	u recommend tha	at this course sat cer before comp	isfy a GE require	ment in an y of	
	(En Commun Thinking,	ge/Rationality glish Comp, ication/Analytical /Critical Thinking, ithematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE							
Cal-GETC							

Date: 1/14/24 Prepared & Submitted by: K LUNETTO Department: CULINARY Course Prefix & Number 600: CUL 670 (270) Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office. Click to enter date K LUNETTO
Department: CULINARY Course Prefix & Number 600: CUL 670 (270) Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office. Click to enterdate K LUNETTO
Submitting to the Curriculum Office. Click to enter date K LUNETTO
Submitting to the Curriculum Office. Click to enter date K LUNETTO
Click to enter date K LUNETTO
Print Name
1/1.
Click to enter date LISA HINLOW LISA HINLOW
Print Name Signature, Department Chair
Click to enter date Click here to enter text
Print Name Signature/
Other related discipline Chair (if relevant)
Click to enter date ANTHONY TENG Little
Print Name Signature, Dean
Course Title (60 Character max and do not use any of Short Title: Menu Planning and Purchasing
these symbols: ? < > " \ / * :)
Menu Planning and Purchasing
Units: 3 Lec hrs: 2 Lab hrs: 3
Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☐ Non-Credit
TOP Code: 1306.30 Non-Credit Category: Click here to enter text. Occupational Code (SAM): C
Non credit eategory. energine to credit taxe. Occupational code (5/11/1).
Anticipated first term of offering: ☐ Fall ☐ Spring Year 2025
*
Catalog Description:
Course introduces students to the principles of menu development. Emphasis on menu design, and pricing with
an overview of purchasing cycles to include selection, procurement, and equipment specification. Includes
hands on practical application.
Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☐ N/A
C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.
A. Will course be cross-listed? ☐ Yes ☐ No
If yes, which department is responsible for scheduling, updating, and assessing the course?
Reason for cross-listing: Click here to enter text.
B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
6.	Course Requisites: List all requisites*: Prerequisite: Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003.
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert, Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable?
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☑ No

equip	ment, facilities	S.						
none								
12 If degree	ee-annlicable r	alease complete	the following in	formation on ar	ticulation recomi	mendations Pla	ease contact	
		r for assistance.		iormation on ar	cicalation reconn	mendadions. Th	case contact	
the Art	iculation Office	i ioi assistance.	LI IV/ A					
			1.0					
12A.	Transfer: Would you recommend that this course transfer to:							
	CSU	☐ Yes	⊠ No	UC 🗆	Yes 🛭 No			
	Private	☐ Yes	⊠ No					
Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No								
Please attach documentation and complete below:								
	ricase attach	accamentation	una complete be	LIOW.				
CI: -I.		Cli ali	Cli - I	Cli - L		Cliale		
Click Course Title		Click Course No. at	CIICK CSU Campus	Click UC Campus	Required f	or CIICK Program o	ar Major	
Click		Course No.	C30 Carripus			Click		
CIICK Course Title		Click at	Click CSU Campus	Click UC Campus	— Required f	Required for Click Program or Major		
Click		Click	Clicks	Click		Click	i Major	
Course Title		Course No. at	CSU Campus	UC Campus	Required f	Required for Click Program or Major		
Course ride		course no.	cso campas	oc campus		7 7 0 6 1 11 1 1	i major	
			u recommend tha			•	the following	
GE par	tterns? Please o	consult with the	Articulation Offi	cer before comp	oleting this section	n.		
	Language/Rationality			Social/Behavioral Sciences				
Commu		glish Comp,			Natural Sciences	Life Long Understanding	Ethnic Studies	
		ication/Analytical /Critical Thinking,	Arts/Humanities					
		thematics)						
Local GE								
Cal-GETC								

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

NEW COURSE PROPOSAL						
Date: 1/14/24	Prepared & Submitted by:	K LUNETTO				
Department: CULINARY	Course Prefix & Number 600): CUL 675 (275)				
Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.						
Click to enter date K LUNETTO Print Name	Signature	, Faculty Requestor				
Click to enter date Print Name	Signature	, Department Chair				
Click to enter date Click here to enter Print Name	Signature	ted discipline Chair (if relevant)				
Click to enter date ANTHONY TENG Print Name	Signature	, Dean				
Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) DINING ROOM SERVICE						
Units: 4 Lec hrs	: 2	Lab hrs: 6				
Credit Status: ⊠ Credit – Degree Applicable	e □ Credit – Non-degree Ap	plicable 🗆 Non-Credit				
TOP Code: 1306.30 Non-Credit Catego	ory: Click here to enter text.	Occupational Code (SAM): C				
1. Anticipated first term of offering:	⊠ Fall □ Spring Year 20	25				
 Catalog Description: Skills and knowledge needed for all aspects organization, service points, safety and sani service. Table setting styles, buffet set-ups and service. 	tation, and handling guest cha					
 Is this course being aligned to a C-ID description C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assistant 		⊠ No □ N/A				
 A. Will course be cross-listed? ☐ Yes If yes, which department is responsible for season for cross-listing: Click here to enter. 		ssing the course?				

B. If you are mirroring a Non-Credit course with a Credit course-please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
5.	Course Requisites: List all requisites*: Prerequisite: Click here to enter text. Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert, Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. X No

11.	1. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.							
none	е							
			please complete r for assistance.		formation on art	iculation recomi	mendations. Plo	ease contact
	12A.	Transfer: Wou CSU Private	uld you recomm □ Yes □ Yes	nend that this cou ⊠ No ⊠ No		Yes ⊠ No		
				r requirement at and complete be		□ Yes	⊠ No	
Col Col Col	ick urse Title ick urse Title ick urse Title	General Educa	Click Course No. at	Click CSU Campus Click CSU Campus	Click UC Campus Click UC Campus Click UC Campus	— Required f	Click Or Program o	or Major or Major
					cer before comp		•	the following
		(Eng Communi Thinking/	ge/Rationality glish Comp, ication/Analytical 'Critical Thinking, thematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
	al GE							
Cal-	-GETC							

	New Program	Initiation F	orm (not r	needed fo	r ADTs
--	--------------------	--------------	------------	-----------	--------

a. Program Name: Bak

Baking and Pastry

b. Program Type: Certificate

2

c. Program TOP code: 1306.30

CIP: 120501

- d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740
- e. Proposed Pathway for new program:
- **f. Summary description of the new program:** The Baking and Pastry certificate of achievement program prepares students for entry level career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain foundational skills and training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking and pastry. The program allows for practical application of skills and abilities preparing students to meet the needs of employers.
- g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory board.

h. Please list all courses to be included in the program and	d total	al units:
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C ID FN 171 ** or FN 210**	Title r SANITATION AND SAFETY SERVSAFE IN FOOD PRODUCTION	Units 0 - 2	Sequence Y1 - FA	Status EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1-SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y-1 - SP	EXISTING

14 - 16

20	Document Department/Inter-Department	s with signatures in	n preparation for Step 4			
1.3	Signature/Date, Program Initiator	1/	Signature Date, Dept. Chair			
3		1/25/24	1	1/25/24		
	Signature/Date Division Dean	1.1.1	Other discipline f	aculty/chair (if applicable) or □ n/a		
	July fry	1/23/24				
4	Articulation Officer, Review date (if a	pplicable)	EWD Director: Review date (if applicable)			
4	Date	Initials	Date	Initials		
5	Curriculum Committee: Review date					
6	Consultation Council: Review date		•	ed Notice of Intent on the Curriculum		
-		Website N	New Program Stati	us link		

^{**}Students with valid California ServSafe Certification may have this core requirement waived.

^{*} Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

New Program Initiation Form (not needed for ADTs)

a. Program Name: Advanced Baking and Pastry

b. Program Type: Certificate c. Program T

c. Program TOP code: 1306.30 CIP: 120501

d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740

e. Proposed Pathway for new program:

2

f. Summary description of the new program: The Advanced Baking and Pastry certificate of achievement program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.

g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts.

h. Pleas	e list all	courses to	be inc	luded	in the	prograi	m and to	tal unit	s:
CID	Title					Units	Sequence	Status	

CID	Title	Units	Sequence	Status
FN 171 ***	SANITATION AND SAFETY	0-2	Y1 - FA	EXISTING
or FN 210***	SERVSAFE IN FOOD PRODUCT ION			
FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING
FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING
FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW
CUL 608*	CONTEMPORARY TOPICS IN FOOD SERV ICE	2	Y1-SP	NEW
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE
FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING
FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE
FN 154	COST CONTROL	3	Y2- FA	EXISTING
FN 287*	CHOCOLATE CONFECTIONERY	1	Y2- FA	EXISTING
** Stud	lents with valid California ServSafe Certification	37 - 39 may hav	e this core re	equirement

* Students with valid California ServSafe Certification may have this core requiremen waived.

^{*} Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

	Document Department/Inter-Departmental disc	cussions with signatures in preparation for Step 4
3	Signature/Date, Program Initiator	Signature/Date, Dept. Chair
	Signature/Date/Division Dean	Other discipline faculty/chair (if applicable) or \square n/a
4	Articulation Officer: Review date (if applicable)	EWD Director: Review date (if applicable)
	Date Initials	Date Initials
5	Curriculum Committee: Review date	
_	Consultation Council: Review date 7 Cu	urriculum Chair posts cleared Notice of Intent on the Curriculum

Website New Program Status link

New Program Initiation Form (not needed for ADTs)

- a. Program Name: Advanced Baking and Pastry
- b. Program Type: A.A or A.S. Degree c. Program TOP code: 1306.30

- CIP: 120501
- d. Contact information for Program Initiator: Kathleen Lunetto klunetto@\$addleback.edu 714.333.5740
- e. Proposed Pathway for new program:

2

3

4

- **f. Summary description of the new program:** The Advanced Baking and Pastry Associate of Science degree program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.
- g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory committee.

h. Pleas	e list all	courses to be included in t	he prograi	m and tot	al units:
CID	Title		Units	Sequence	Status

C ID	Title SANITATION AND SAFETY	Units	Sequence	Status
LIA T/T **			Y1 - FA	EXISTING
or FN 210**	SERVSAFE IN FOOD PRODUCTION			
FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING
FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING
FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW
CUL 608*	CONTEMPORARY TOPICS IN FOOD SERVICE	2	Y1-SP	NEW
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE
FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING
FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE
FN 154	COST CONTROL	3	Y2- FA	EXISTING
FN 287*	CHOCOLATE CONFECTIONERY	1	Y2-FA	EXISTING
_	t Donortmontol of	37-		signaturas i

 $\mbox{*}$ Students with valid California ServSafe Certification may have this core requirement waived.

* Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Document Department/Inter-Departmental discussions with signatures in preparation for Step 4								
	Signature/Date Program Initiator	Signature Date, Dept. Chair	1/					
	1/20/6	1/2/0	7					
	Signature/Date/Division Dean	Other discipline faculty/chair (if applicable) or un/a						
	(illy 77) 1/23/2	4						
	Articulation Officer: Review date (if applicable)	EWD Director: Review date (if applicable)						
	Date Initials	Date Initials						
	Coming to the Committee Booking data	10-						

5 Curriculum Committee: Review date

6 Consultation Council: Review date

7 Curriculum Chair posts cleared Notice of Intent on the Curriculum
Website New Program Status link

NEW COURSE PROPOSAL				
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)		
Department: Health Sciences	Course Prefix & Number 600:	HSC 604NC (404NC)		

Click to enter date	Submitting to the curre	culum Office.	and Division I	Dean prior to
	January 5, 2024		Miller (white)	
		Signati	ure, Faculty Requ	estor
Click to enter date	January 5, 2024	Susan N	Miller (white)	
	Susan Miller	Signati	ure, Department	Chair
Click to enter date	Click here to enter text			
	Print Name	Signati Other		Chair (if relevant)
3/8/2024	Dr Sherrie Loewen			
	Print Name		ure, Dean	
TOP Code: 1201.00	redit – Degree Applicable			al Code (SAM): C
TOP Code. 1201.00	Non-Credit Category, Short-rei		Оссирации	iai code (SAIVI). C
Catalog Description roduces medical term	ns, through the analysis or word roots trate and practice accurate term pror hcare settings. Includes terms related	, prefixes, suffi nunciation and to major disea	xes and combir spelling to crea uses, diagnostic	ate a medical vocabulary s, physical examination
in medical and healt cialty procedures and	a common treatments that are used to			
Is this course being C-ID Code: Click her	aligned to a C-ID descriptor?	☐ Yes O descriptors.	□ No	⊠ N/A

	course meet student needs in ways that currently approved courses (including those from other departments) do not? The need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: ☑ No

11.	What resources we equipment, facilit Staff		ed in orde	r to offer th	nis class at	Saddlebac	k? e.g. staff,	faculty, sup	plies/	
	Faculty									
	Internet access									
	Current computer	technolog	v: Wifi							
	Webcam		,,,							
	Purchase of cours	e texthook	and onlin	e assignmei	nt access c	ard				
	Turchase or coars	c textbook	and onlin	c assignine	int access c	ara				
12	If degree-applicable	nlease cor	nnlete the	following inf	ormation o	n articulatio	on recommer	ndations Ple	ase contact	
	the Articulation Offi			⊠ N/A	omation o	Ti di cicalati	on recommen	idations. Tie	ase correct	
				•						
	12A. Transfer: W	ould you re	commend	that this cou	rse transfer	r to:				
	CSU] Yes [□No	UC	☐ Yes [□ No			
	Private] Yes [□No						
	Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No									
	Please attach documentation. If so, complete the following:									
Cl	lick here to enter	Click	Cli	ck	Click			Click		
te	ext.		at			F	Required for			
Сс	ourse Title	Course No.	CSU	Campus	UC Can	npus	-	Program o	r Major	
Cl	lick	Click	_ at Cli		Click		Required for -	Click		
	ourse Title	Course No.	CSU	Campus	UC Can	npus	required for -	Program o	r Major	
	lick	Click	– at Cli	ck	Click		Required for -	Click		
Сс	ourse Title	Course No.	CSU	Campus	UC Can	npus '	required for	Program o	r Major	
	12B. General Edu		-			-	•	nt in any of t	he following	
	GE patterns? Please	e consult wi	th the Artic	culation Office	cer before c	ompleting	this section.			
	Г			T		T	1			
		Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity	
AA	A/AS/GE Degree			/AIT	Learning	Cations	Quantitative			
-	SU G.E.									
	C Transfer/GE									
	GETC .									
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NE	W COURSE PROPOSAL	
Date: January 4 2024	Prepared & Submitted by:	Susan White Click here to enter
Department: Medical Assistant Program	Course Prefix & Number 600:	MA 606NC (406NC)

Obtain original (blue ink) signatures from your Department	artment Chair and Division I	Dean prior to
Common grant	submitting to the Curric		prior co
January 4, 2024Click to enter date	Susan White RN,MSN,CAPA Susan White RN,MSN, CAPA		
January 4, 2024 Click to enter date	Susan White RN,MSN,CAPA Print Name	Signature, Department (Chair
Click to enter date	Click here to enter text Print Name	Signature, Other related discipline	Chair (if relevant)
Click to enter date	Sherrie Loewen Print Name	Signature, Dean	
Course Title: INTRODI	JCTION TO MEDICAL ASSISTING S	hort Title: INTRO TO MED ASS	T
Course Title. INTRODA	SCHON TO MEDICAL ASSISTING	HOTE THIC. HATTO TO WED ASS	,,
Units: 0	Lec hrs: 3	Lab hrs: 0	
Credit Status: 🗆 Cr	edit – Degree Applicable ☐ Credit	– Non-degree Applicable 🛛 🗵	Non-Credit
TOP Code: 1208.00	Non-Credit Category: Short-terr	n Vocational Occupation	al Code (SAM): D
. Anticipated first ter	m of offering: \square X Fall \square S _{\dagger}	oring Year 2025	
career pathways, jo medical clinic. The c impacting the delive including cultural di continuum, nutritio	: Course covers basic concepts in med b duties, professionalism and the esse course identifies members of the heal ery of quality patient care. Important versity, safety, injury and infection pr n and emergency preparedness. Stud to entering the medical assistant pat	ential skills required to work in thcare team, medical specialt ethical and legal consideration evention. Students learn abou ents are recommended to tak	n a physician's office or ies and current topics ns impacting patient card ut the healthcare
C-ID Code: Click her	aligned to a C-ID descriptor? e to enter text. ulation Officer for assistance with C-IE	☐ Yes No	□ N/A
Will course be cross If yes, which depart	s-listed? ☐ Yes ☒ No ment is responsible for scheduling, up	odating, and assessing the cou	ırse?
Reason for cross-list	ting:		

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Course exists as credit but, non-credit program for MA does not exist. Non-credit courses are designed for the
	incumbent workers
6.	Course Requisites: None List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family?

 \boxtimes No

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the	e Articulation Off	•	•	following inf					
the	e Articulation Off	•	•	following inf					
		icer for assis	tance.		ormation o	n articulation	n recommen	dations. Ple	ase contact
12				⊠ N/A					
12									
	2A. Transfer: V	Vould you re	commend	that this cou	rse transfer	to:			
	CSU] Yes [□ No	UC	☐ Yes [□ No		
	Private] Yes [□No					
	Will the co	urse satisfy a	maior red	uirement at (CSU or UC?	Г	Yes \square	No	
		•		o, complete t					
	r lease atta	cii documen	tation. II s	o, complete t	the followin	15.			
Click		Click	Cli	ck	Click			Click	
Course		Course No.	— at — CSI	J Campus	UC Can	npus R	equired for -	Program or	Maior
Click		Click	. Cli	ck	Click			Click	•
Course		Course No. at CSU C		Campus	UC Campus		- Required for Click Program or Major Click Required for Program or Major		
Click		Click	Cli	ck	Click	_		Click	
Course		Course No.	— at — _{CSI}	J Campus	UC Can	npus R	equired for -	Program o	Major
12	2B. General Edu	ication: Woi	ıld vou rec	ommend tha	t this cours	e satisfy a G	F requiremen	nt in any of t	he following
	E patterns? Pleas		•			•		it iii airy or t	ne ronowing
G.	L patterns: Fleas	se consuit w	ui tile Aiti		lei belole c	ompleting i	ilis section.		
		Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
		Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS	S/GE Degree								
CSU G	6.E.								
UC Tra	ansfer/GE								
IGETC	;								

NEW COURSE PROPOSAL				
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)		
Department: Medical Assisting	Course Prefix & Number 600:	MA 611NC (MA 411NC)		

Obtain ori	Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.						
Click to enter dat	e January 5, 2024	Susan Míller (whíte) Signature, Faculty Requestor					
Click to enter date	January 5, 2024 Susan Miller	Susan Míller (whíte) Signature, Department Chair					
Click to enter date	Print Name	Signature, Other related discipline Chair (if relevant)					
Click to enter date	1.11.24 Print Name	Sherrie Loewen, Ph.D Signature, Dean					
these symbols:	Character max and do not use any of ? < > " \ / * :) nation Procedures	Short Title: Physical-Exam Proc					
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00					
Credit Status:	☐ Credit – Degree Applicable ☐ Cr	redit – Non-degree Applicable 🛮 🖂 Non-Credit					
TOP Code: 1208	Non-Credit Category: Short	t-term Vocational Occupational Code (SAM): C					

1. Anticipated first term of offering:
☐ Fall ☐ Spring Year 2025

2. Catalog Description:

Teaches concepts and skills required for work in the medical back office, including data collection, documentation, identification of codes, clinical skills including manual blood pressure, vital signs, patient measurements for pediatrics, adult and geriatric patients, considerations for working with culturally diverse, and special populations, legal and ethical considerations, patient education, diagnostic imaging, physical therapy procedures, emergencies, safety, and the role of the medical assistant in the physicians' office or clinic. Noncredit course designed for students pursuing knowledge and skills, without need for academic credit and/or the incumbent worker. Noncredit students must complete all course assignments, skills and requirements.

3.	Is this course being aligned to a C-ID descriptor?
4.	Will course be cross-listed? \square Yes \boxtimes No If yes, which department is responsible for scheduling, updating, and assessing the course?
	Reason for cross-listing: Click here to enter text.
5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.
	Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable?

☐ Yes If yes, ic	•		re to enter t	ext.				
11. What resources we equipment, facility Staff Faculty Internet Computer technol Webcam Classroom or roo Physical exam eq	ology m with fun			nis class at S	Saddleback	? e.g. staff,	faculty, sup	oplies/
	icer for assist Vould you re E urse satisfy a	ecommend to the stance.	N/A	rse transfer UC CSU or UC?	to:	□ No	dations. Ple	ease contact
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AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL				
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)		
Department: Medical Assisting	Course Prefix & Number 600:	MA 612NC (412NC)		

Department: Medic	cai Assisting	Course Pr	efix & Number (500: MA 61	.2NC (412NC)	
Obtain original (blue ink) signatures fi submittin	-	culum Office.	and Division	Dean prior to	
Click to enter date	January 5, 2024			Miller (white) _ ure, Faculty Requ	estor	
Click to enter date	January 5, 2024 Susan Miller			Míller (whíte) _ ure, Department	Chair	
Click to enter date	Print Name		Signatu Other i		Chair (if relevant)	
Click to enter date	1.11.24 Print Name			Loewen, Ph.D ire, Dean		
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Units: 0	Lec h	rs: 2.00		Lab hrs: 3	.00	
Credit Status: Credit	edit – Degree Applicab	le 🗆 Credit	– Non-degree /	Applicable D	☑ Non-Credit	
TOP Code: 1208.10	Non-Credit Ca	tegory: Short-	term Vocationa	I Оссі	upational Code (SA	AM): C
. Anticipated first terr	_	⊠ Fall □ Sp	ring Year :	2025		
. Catalog Description: udents develop competudents develop competurate specimen collection ount, lab testing and refe specimen collection and handling of eets state requirement ust pass and complete defended in the complete of the complet	tency related to clinication, patient preparaticluding OSHA, CLIA and normal versus abnormatincluding venipuncture foody fluids for testings for medical assisting	on, performard CDC guideling al values. Stude and capillary g and culture venipuncture	nce of Point of C es. Students ide ents perform ar puncture, perfo n compliance w and capillary pu	are Testing, edentify method and demonstrate ormance of uring the regulatory uncture. Studen	quipment calibration of specimen collected of specimen collected of specimen collected of specimens, and industry stanests completing this	on, ction, ated to nd dards.
C-ID Code: Click here	aligned to a C-ID descr e to enter text. Ilation Officer for assis		☐ Yes D descriptors.	□ No	⊠ N/A	
. Will course be cross	-listed? ☐ Yes	⊠ No				

If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: Click here to enter text.

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass.
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No

	What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.								
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Staf									
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124		ouia you re	commend	that this cou			_		
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NEW COURSE PROPOSAL				
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)		
Department: Medical Assisting	Course Prefix & Number 600:	MA 613NC (413NC)		

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.				
Click to enter date	January 5, 2024	Susan Miller (white) Signature, Faculty Requestor		
Click to enter date	January 5, 2024 Susan Miller	Susan Míller (whíte) Signature, Department Chair		
Click to enter date	Print Name	Susan Miller Signature, Other related discipline Chair (if relevant)		
Click to enter date	Click here to enter text. 1.11.24	Sherrie Loewen, Ph.D Signature, Dean		

these symbols:	O Character max and do not use any of ? < > " \ / * :) SIS AND SURGICAL PROCEDURES	Short Title: ASEPSIS AND SURG PROC
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status:	☐ Credit – Degree Applicable ☐ Cre	dit – Non-degree Applicable 🛛 Non-Credit
TOP Code: 120	8.10 Non-Credit Category: Sho	rt-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: \square Fall \square Spring Year 2025

2. Catalog Description:

Students learn medical-office clinical skills, infection prevention, regulatory safety standards and skills for work in a physician's office or ambulatory clinic using medical and surgical aseptic techniques, performance of bandaging, wound care, surgical tray set up, disinfection and sterilization of equipment. Students identify instruments for use for surgical a variety of minor office surgical procedures. Students should take MA 406NC, HSC 404NC and MA 411NC before enrolling in this course. All Students taking this course must complete and pass all course assignments demonstrating satisfactory performance.

3.	Is this course being aligned to a C-ID descripto C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assistance		☐ Yes descriptors.	□ No	⊠ N/A	
4.	Will course be cross-listed? ☐ Yes ☐ If yes, which department is responsible for sch	⊠ No neduling, upo	dating, and asse	essing the cou	ırse?	
	Reason for cross-listing: Click here to enter tex	ĸt.				
5.	Justification of recommendation for new course course meet student needs in ways that current not? Need for noncredit option in addition to advisory committee members to help meet en program pathway intended for students not reupdated knowledge and skills. Non-credit grad	ntly approve graded optic nployment d equiring colle	ed courses (incluent was identified lemands. The needed credits, incluenced	uding those fr d by departm oncredit cour	rom other departments) nent chair and program rse is part of a noncredit	t
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: MA 406NC, HSC 404NC a Completion of High School English Compositio *Please attach justification for the recommended re	n and Writin	g; High School		s for Title 5 §55003	
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree of the course with the course of the course with the course with the course with the course of the course with the course of the course with the course wi	ree and/or	certificate pro	gram.	etion	
	*Paperwork for the program (new or revised) m	ust be submi	tted at the same	e time as the ı	าew course is being deve	loped
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Non-credit	•	of a standard tisfactory Pro	•	or Pass/No Pass ss (P/SP/NP)	
9.	Additional skills that will be acquired by rep	⊠ 3 □ U	Jnlimited (Noi	n-credit only	')	/ision

10. Will this course be part of an approved family?

	☐ Yes If yes, io ⊠ No	dentify fam	ily: Click he	re to enter t	ext.				raye 33
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th	f degree-applicabl ne Articulation Off 12A. Transfer: V CSU Private	icer for assis Vould you re E	ecommend to Yes	□ N/A				dations. Ple	ease contac
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		Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
		Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
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	G.E.								
	Transfer/GE								
IGET	TC								

NEW COURSE PROPOSAL				
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)		
Department: Medical Assisting	Course Prefix & Number 600:	MA 614NC (414NC)		

Department: N	riedical Assisting Course	Prefix & Number 600: MA 614NC (414NC)				
Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.						
Click to enter date	January 5, 2024	Susan Miller (white) Signature, Faculty Requestor				
Click to enter date	January 5, 2024 Susan Miller	Susan Miller (white) Signature, Department Chair				
Click to enter date	Print Name	Signature, Other related discipline Chair (if relevant)				
Click to enter date	1.11.24 Print Name	Sherrie Loewen, Ph.D Signature, Dean				
these symbols: ?	Character max and do not use any of <>"\/*:) inistration Procedures	Short Title: Medication Administ				
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00				
Credit Status: [☐ Credit – Degree Applicable ☐ Cred	dit – Non-degree Applicable 🛮 🖂 Non-Credit				
TOP Code: 1208.10 Non-Credit Category: Short-term Vocational Occupational Code (SAM): C						

1. Anticipated first term of offering: \square Fall \square Spring Year 2025

2. Catalog Description:

Instruction on pharmacology, math calculations, anatomy, physiology, equipment, aseptic and sterile technique, patient care and education, emergency procedures, injections, skin testing and medication by inhalation. Meets state requirements for medical assisting injection training and skills. Students completing this course complete all course assignments, skills, demonstrating satisfactory performance.

3.	Is this course being aligned to a C-ID descriptor? \square Yes \square No \square N/A C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assistance with C-ID descriptors.
4.	Will course be cross-listed? \square Yes \square No If yes, which department is responsible for scheduling, updating, and assessing the course?
	Reason for cross-listing: Click here to enter text.
5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.
	Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion
	*Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division

requirements for *Provide document		e degree.			i age so
10. Will this course be ☐ Yes If yes, id ☒ No		proved family? lick here to enter	text.		
11. What resources we equipment, facility Staff Faculty Internet Computer technow Webcam Classroom Skills lab Laboratory equipment	ies. logy		his class at Saddleb	ack? e.g. staff,	faculty, supplies/
the Articulation Offi	cer for assistance	e. 🗵 N/A mend that this co	urse transfer to:	ation recomme	ndations. Please contact
Private	□ Yes		OC Lifes	S □ NO	
Will the cou	rse satisfy a maj	or requirement at n. If so, complete		□ Yes □	□ No
Click here to enter	Click	Click	Click		Click
text.		nt		Required for	
Course Title	Course No.	CSU Campus	UC Campus		Program or Major
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Course Title	Course No.	CSU Campus	UC Campus	•	Program or Major
Click	Click	Click	Click	- Required for	Click
Course Title	Course No.	CSU Campus	UC Campus	2 4 2 2 2 2 2 2 2	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEV	W COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600:	MA 624NC (424NC)

Obtain original (blue ink) signatures from your submitting to the C	Department Chair and Division Dean prior to urriculum Office.
Click to enter date	January 5, 2024	Susan Miller (white)Signature, Faculty Requestor
Click to enter date	January 5, 2024 Susan Miller	Susan Miller (white)Signature, Department Chair
Click to enter date	Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 Print Name	Sherrie Loewen, Ph.D Signature, Dean
these symbols: ? < > '	acter max and do not use any of \ / * :) INSURANCE, BILLING AND Lec hrs: 3.00	Short Title: BASICS OF INSURANCE Lab hrs: Click here to enter text.
Credit Status: 🗆 Cr	edit – Degree Applicable 🔻 🗆 Cr	edit – Non-degree Applicable 🗵 Non-Credit
TOP Code: 1208.20	Non-Credit Category: Sh	ort-term Vocational Occupational Code (SAM): (
ment, credit and colle	e basics of medical insurance and	Spring Year 2025 I billing. Covers physician fees, insurance plans, methods sed in the medical office and ambulatory healthcare setting, claims, insurance, and reimbursement.
C-ID Code: Click her	aligned to a C-ID descriptor? e to enter text. Ilation Officer for assistance with	☐ Yes ☐ No ☒ N/A C-ID descriptors.

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.
	Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion
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10	. Will this course be part of an approved family? ☐ Yes If yes, identify family ☒ No

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12A	. Transfer: W	ould you re	commend t	that this cou	rse transfer	to:			
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	NE	W COURSE PROPOSAL	
Date: Janua	ry 5, 2024	Prepared & Submitted by:	Susan Miller (White)
Department: Medica	al Assisting	Course Prefix & Number 600:	MA 682NC (482NC)
Obtain original (b		m your Department Chair and រ	Division Dean prior to
	submitting	to the Curriculum Office.	
Click to enter date	January 5, 2024		vhite) culty Requestor
Click to enter date	January 5, 2024 Susan Miller		vhite) partment Chair
Click to enter date	Print Name	Signature, Other related	discipline Chair (if relevant)
Click to enter date	1.11.24 Print Name	Sherrie Loewe Signature, De	n, Ph.D an
Units: 0 Credit Status: □ Cre	Lec hrs dit – Degree Applicable	:: 3.00 L: ☐ Credit – Non-degree Applic	ab hrs: 1.00 able ⊠ Non-Credit
TOP Code: 1208.20	Non-Credit Cate	gory: Short-term Vocational	Occupational Code (SAM): C
Anticipated first t	erm of offering:⊠ Fall	☐ Spring Year 2025	
and coding practic Terminology (CPT Diseases (ICD) pro	ces used in medical offic), Healthcare Common I	ces, outpatient, ambulatory and h Procedure Coding System (HCPCS ntroduced. Covers relationship be	uding insurance, billing, collections ospital settings. Current Procedural, and International Classification of tween coding, reimbursement,
C-ID Code: Click here		tor? ☐ Yes ☐ nce with C-ID descriptors.	No ⊠ N/A
I. Will course be cross- If yes, which departn		oxtimes No cheduling, updating, and assessin	g the course?
Reason for cross-listi	ng: Click here to enter t	ext.	

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet students' needs in ways that currently approved courses (including those from other departments) do not?

The proposed course recommendation was a result of program advisory committee, faculty and student input. Health care employers seek course options to help cross train existing workers. The non-credit option provides students with the opportunity to gain knowledge without academic risk. The non-credit option potentially lowers the students' costs. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Noncredit options serve as a bridge for the incumbent worker seeking to learn or update knowledge and skills. By offering the noncredit option, students can achieve career development and advancement in healthcare. Students seeking the completion of a degree or certificate of achievement would complete the for-credit, mirrored courses. The non-credit courses are mirrored with for credit courses.

6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. **Provide documentation**
10	. Will this course be part of an approved family?
	☐ If yes, identify family:
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12. If degree-applicable	e. please cor	mplete the f	following inf	ormation o	n articulatio	n recommen	dations. Ple	ease contact
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12A. Transfer: W	ould you re	commend t	that this cou	rse transfer	to:			
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L	idea for program. ADTs do NOT need to complete this process.								
	a. Program Name: Administrative Medical Assistant								
	b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion								
	c. Program TOP code: 1208.20 CIP: 51.0710								
	d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912								
	e. Proposed Pathway for new program: Health and Wellness								
	f. Summary description of the new program:								
	The Administrative Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, public relations, practice-building techniques, and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to administrative medical assisting; Prepares patient records for insurance, billing and coding procedures g. Brief Description of how the idea for the new program came about:								
2	LMI data indicates that projected industry demand for medical assistants will continue at 14% from 2022 to 2032. Growth is much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances, technology, healthcare system expansions, new medical offices drive the need for medical assistant who possess knowledge and skills. Additionally, anticipated new hires are required to replace workers vacate existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible grading options. Non-credit options also provide incumbent workers and employers with educational and training resources. The non-credit option offers students the option of attaining skills and career advancement without increasing cost and completion time, while the credit option does not restrict students' academic growth and potential degree completion. h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign.								
	New Courses: HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours]								
	MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours]								
	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours]								
	MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours]								
	Existing Courses:								
	CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours]								
	Or CIMA 403 WORD PROCESSING MICROSOFT WORD [93 hours]								
	CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours]								
	Total Hours: 298.8								
	Decument Denominant / Inter Denominantal discussions with signatures in properties for Char A								
	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4								
2	Signature/Date, Program Initiator Susan Milita RN MSN 9/35/2022 Signature/Date, Dept. Chair Susan Milita RN MSN Dept. Chair 9/35/2022								
3	Susan White RN, MSN 8/25/2023 Signature / Data Division Doop Other discipling for other / decir/ (if any lice bla) and a reference of the control of the co								
	Signature/Date, Division Dean Other discipline faculty/chair (if applicable) or □ n/a Sharrin Legyuan, Ph. D.								
	Sherrie Loewen, Ph.D. Articulation Officers Review data (if applicable) EWD Directors Review data (if applicable)								
4	Articulation Officer: Review date (if applicable) Date EWD Director: Review date (if applicable) Date Initials								
5	Date Initials Date Initials Curriculum Committee: Review date October 12, 2023								
5									
6	Consultation Council: Review date 7 Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link								
	INEW PROPRAM STATUS LINK								

1	Idea for program. ADTs do NOT need to complete this process.							
	a. Program Name: Clinical Medical Assistant							
	b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion							
	c. Program TOP code: 1208.10 CIP: 51.0801							
	d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912							
	e. Proposed Pathway for new program: Health and Wellness							
	f. Summary description of the new program:							
	The Clinical Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn law, ethics, infection prevention, safety, HIPAA, physical exam,							
	communication, medical records, documentation, laboratory procedures, venipuncture, pharmacology, injections, minor office							
	surgery, ECG and spirometry procedures. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion does not qualify students to							
	sit for the California Certifying Board for Medical Assistants (CCBMA) certification.							
	sicion the cumornia certifying board for Medical Assistants (Cebilia) certification.							
	Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills							
	related to clinical medical assisting; Assists the physician to perform patient care examinations and procedures.							
	g. Brief Description of how the idea for the new program came about:							
	LMI data indicates that projected industry demand for medical assistants will continue at 24% from 2022 to 2032. Growth is							
	much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant							
2	job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances,							
	technology, healthcare system expansions, new medical offices drive the need for medical assistants who possess knowledge							
	and demonstratable skills. Additionally, anticipated new hires are required to replace workers vacating existing jobs due to job							
	advancement or retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering per							
	Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible							
	grading options. Non-credit options also provide incumbent workers and employers with educational and training resources.							
	The non-credit option offers students the option of attaining skills and career advancement without increasing cost and							
	completion time, while the credit option does not restrict students' academic growth and potential degree completion							
	h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark							
	as such. Courses requiring revision are indicated with an (*) sign.							
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	MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours]							
	MA 611NC (411NC) PHYSICAL-EXAMINATION PROCEDURES* [83 hours]							
	MA 612NC (412NC) MEDICAL OFFICE LABORATORY PROCEDURES [83 hours] MA 613NC (413NC) MEDICAL ASEPSIS AND SURGICAL PROCEDURES [83 hours]							
	MA 614NC (414NC) MEDICATION ADMINISTRATION PROCEDURES [83 hours]							
	Total Hours: 431.6							
	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4							
	Signature/Date, Program Initiator Signature/Date, Dept. Chair							
3	Susan White RN, MSN 8/25/2023 Susan White RN, MSN Dept Chair 8/25/2023							
	Signature/Date, Division Dean Other discipline faculty/chair (if applicable) or □ n/a							
	Sherrie Loewen, Ph. D.							
4	Articulation Officer: Review date (if applicable) EWD Director: Review date (if applicable)							
	Date Initials Date Initials In							
5	Curriculum Committee: Review date October 12, 2023 Consultation Council: Review date 7 Curriculum Chair posts cleared Notice of Intent on the Curriculum Website							
6	New Program Status link							
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6			New Program Status link					
	Consultation Council: Review date 7		Curriculum Chair posts cleared Notice of Intent on the Curriculum Website					
5	Curriculum Committee: Review date October 1	12.						
4	Articulation Officer: Review date (if applicable Date Initials	9)	EWD Director: Review date (if applicable) Date Initials					
	Sherrie Loewen, Ph.D.		EMB Di La Data La MC III LI II					
	Signature/Date, Division Dean		Other discipline faculty/chair (if applicable) or \Box n/a					
3	Susan White RN, MSN 8/25/2023		Susan White RN,MSN Dept Chair 8/25/2023					
	Signature/Date, Program Initiator		Signature/Date, Dept. Chair					
		iscı	cussions with signatures in preparation for Step 4					
	Total Hours: 630.8	, UI	no [00 notif]					
	or CIMA 402 WORD PROCESSING - MICROSOFT W	/∩R	RD [83 hours]					
	CIMA 401NC OFFICE SKILLS – MICROSOFT WINE	יסט	DWS [83 nours]					
	Existing Courses:		Durg food					
	MA 682NC (482NC) FUNDAMENTALS OF MEDIC							
			NCE, BILLING AND REIMBURSEMENT [49.8 hours]					
	MA 614NC (414NC) MEDICATION ADMINISTRATION		• •					
	MA 613NC (413NC) MEDICAL OFFICE LABORATO MA 613NC (413NC) MEDICAL ASEPSIS AND SUR							
	MA 611NC (411NC) PHYSICAL-EXAMINATION PI MA 612NC (412NC) MEDICAL OFFICE LABORATO		•					
	MA 606NC (406NC) INTRODUCTION TO MEDICA							
			udents take this course prior to entering the program.) [49.8 hours]					
	New Courses:							
	as such. Courses requiring revision are indicated with an (*) sign.							
	-		ogram and total units: If courses are new or need to be revised, please mark					
	· ·		rancement without increasing cost or completion time.					
	_		ons provide incumbent workers and employers with educational resource					
		_	. The changes include course revisions, deletions and adding courses that can					
	<u> </u>		ng, Medical Assisting Department Chair, Faculty and Program Advisory					
2			ical and technological advances grow and healthcare systems expand and are to replace workers vacating existing jobs due to job advancement or,					
2	·		decades 114,600 medical assistant job openings per year are expected in the ical and technological advances grow and healthcare systems expand and are					
			nd continues at 24% from 2022 to 2032, which is above average for all					
	g. Brief Description of how the idea for the new	-						
	procedures.							
		ssis	isting; Assists the physician to perform patient care examinations and					
			nowledge related to safe, legal, and ethical patient care. Demonstrate skills					
	•		rnia Certifying Board for Medical Assistants (CCBMA) certification.					
	=		essional Coders (AAPC) and Certified Practice Coder (CPC) certification exams					
	semesters. High school students may enroll in HSC 404NC and start medical assisting in the fall. Program completion qualifies							
	spirometry, public relations, practice-building and basic computer skills. Students should start in summer and finish in two							
	medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, laboratory and medication administration procedures including venipuncture, capillary puncture and injections, electrocardiography,							
	experience working as a medical assistant. Students learn: appointment scheduling, reception techniques, communication,							
			s a career education (CE) certificate program designed for students who have					
	f. Summary description of the new program:							
	e. Proposed Pathway for new program: Health and Wellness							
	d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912							
	c. Program TOP code: 1208.00 CIP: 51.0801							
	b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion							
	a. Program Name: Comprehensive Medical Assistant							
1	Idea for program. ADTs do NOT need to complete this process.							

SADDLEBACK COLLEGE NEW CREDIT COURSES ACADEMIC YEAR 2025-2026

School/				
Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
				nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng
				cntr, gr opt GR - Letter Grade or Pass/No
HW	KNES 604 (4)	674110.25	BEGINNING WEIGHT LIFTING	Pass, DE, non-repeatable
				nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr,
			INTERMEDIATE WEIGHT	rec prep KNES 4, gr opt GR - Letter Grade or
HW	KNES 605 (5)	674110.30	LIFTING	Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE NEW CREDIT COURSES ACADEMIC YEAR 2025-2026

				nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr,
				rec prep KNES 5, gr opt GR - Letter Grade or
HW	KNES 606 (6)	674170.15	ADVANCED WEIGHT LIFTING	Pass/No Pass, DE, non-repeatable