Members Present: Kostlan, Norvell, Sweeney, Testado

Meeting called to order at 2:06 pm.

COURSES

Proposal	Requested Action
ARTG 153 *Interaction Design II*	Course Revision

Reason for Proposed Action: Two year review; update textbooks; change course title to bring up to industry standards. (Course revision is for six year review.)

Course revision is to reconfigure classes within the department and to update the language to meet industry needs.
- Recommended edits
  - Course Outline:
    - SECTION I, CATALOG COURSE DESCRIPTION, sentence #3: Word change "deliver" – should be "elicit"
    - SECTION I, STUDENT LEARNING OBJECTIVES, #1: Word change "mobile first" – should be "mobile-first"
    - SECTION I, STUDENT LEARNING OBJECTIVES, #3: Rewrite to state "Distinguish between mobile experience interactive elements and desktop elements and apply best practices for their use."
    - SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #I: Word change "mobile first" – should be "mobile-first"
    - SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #I.C: Rewrite to state "Content for mobile devices"
    - SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #I.D: Rewrite to state "Use of adaptive and responsive processes"

ARTG 163 *Interaction Design III*	New Course

Reason for Proposed Action: Create a course to include in the proposed Interaction Design certificate.

This course will create employment opportunities for design students by exposing them to the basics of website development and deployment. This course not duplicate existing web developing courses; it only covers basics for graphic designers to be able to "speak" and work with web developers.
- Recommended edits
  - Course Report:
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Rewrite to state "Create a course to include in the proposed Interaction Design certificate."
  - Course Outline:
    - SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #IV.G: Misspelling "enginge" - should be "engine"
    - SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Update with 13-digit ISBN – should be "9780812993011"

ARTG 173 *Interaction Design IV*	New Course

Reason for Proposed Action: Create a course to include in the proposed Interaction Design certificate.

This course will create employment opportunities for design students by exposing them to cutting-edge media and technology.
- Recommended edits
  - Course Report:
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Rewrite to state "Create a course to include in the proposed Interaction Design certificate."
  - Course Outline:
    - SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #II.B: Add "user" before "persona"
    - SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Update with 13-digit ISBN – should be "9781442397682"
    - SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #2: Update with 13-digit ISBN – should

be "9780465050659"

DRAM 105 *Introduction to Dramatic Arts*	Course Revision

Reason for Proposed Action: Six year review. Update texts. (Course revision is for six year review.)
Identify discussions held at meeting here.
- Recommended edits
  - Course Report:
    - SECTION I, XII. Proposed Start Semester: Change "184" to "194"
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add "Update texts."
    - SECTION II, REQUISITES ANALYSIS: Complete requisite analysis for ENGL 101

ENGE 210 *Properties of Materials*	Course Activation

Reason for Proposed Action: There now exists a sufficient of engineering students to offer this course here at City. Proposed for UCTCA for City.
Course was deactivated years ago. The course is being reactivated as a result to an increase engineering students. Curriculum will need to be on the May 2 CRC agenda and will need to be walk-in to CIC.
- Recommended edits
  - Course Report:
    - SECTION I, XII. Proposed Start Semester: Change "194" to "191"
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add "Proposed for UCTCA for City."

LABR 120 *Workers' Rights*	New Course

Reason for Proposed Action: Create a new course to meet workforce demand. Department plans to create a Certificate of Performance.
This course returned to Technical Review to the high number of edits found at 04/18/2018 CRC meeting.
- Recommended edits
  - Course Report:
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Rewrite to state "Create a new course to meet workforce demand. Department plans to create a Certificate of Performance."
  - Course Outline:
    - Please see Appendix for full edits.

PERG 110 *Introduction to College*	Course Activation

Reason for Proposed Action: Activate course at City; propose for UCTCA at City College.
Title 5 grant => jump start course over summer. Last 2 summer PG 140. Need of cultural competency/diversity. Mesa College Oks to activation at City. Worlds for summer design. Needs to be on May 2 CRC and will need to be walk-in to CIC.
- Recommended edits
  - Course Outline:
    - SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #2: Revise author in MLA format – should be "Downing, Skip."

PROGRAMS:

Proposal	Requested Action
Graphic Design, Certificate of Performance (ARTG)	New Program

Need for Proposal: Create a performance to serve incoming students who are interested in having graphic design skills to use at their job, but not in pursuing a graphic design career.
- Recommended Edits:
  - Program Report:
    - PROPOSAL INFORMATION, Need for Proposal: Revise to state "Create a certificate of performance to serve incoming students who are interested in having graphic design skills to use at their job, but not

pursuing a graphic design career."
- o PROGRAM & AWARD INFORMATION, Award Notes: Rewrite to state:

> Students who successfully complete the Certificate of Performance in Graphic Design will be able to:
> • Develop conceptual thinking strategies and apply them to solve graphic problems;
> • Demonstrate an understanding of visual coherence by building typographic systems;
> • Demonstrate proficiency with current industry standard design software;
> • Utilize hand building and craftsmanship to construct prototypes and finished work; and
> • Employ digital and print production methodology.

- o PROGRAM & AWARD INFORMATION, Program Description (also known as Catalog Description in Program Cover page): Rewrite to state:

> The Art - Graphic Design major at San Diego City College is one of six options in the Visual and Performing Arts division. The program provides students with strong foundational coursework, emphasizing typography and design principles needed to enter the field. Students benefit from instructors who are working professionals in the field. Students receive hands-on experience in the fundamentals of typography and design principles, using the most current industry software to create projects for the real world. The program culminates in a professional portfolio that could be used to obtain employment. The Art - Graphic Design program is designed for students interested in entering the graphic design and interaction design fields and/or transferring to private or public four-year programs.

- o PROGRAM & AWARD INFORMATION, COURSES REQUIRED FOR THE MAJOR: Remove duplicate ARTG 125
- o PROGRAM & AWARD INFORMATION, Total Units: Ensure removal of course sum up to "12"

Interaction Design, Associate of Arts (ARTG)   New Program

Need for Proposal: Interaction Design is a rapidly growing field driven by innovations in technology and new media. A new program in Interaction Design, with a focus on career and technical skills, will train students to fill positions in the industry that are highest in demand. The new Associate of Arts will augment the active Graphic Design Certificate, which focuses on design thinking as applied to more traditional media.
- Recommended Edits:
  - ▪ Program Report:
    - o PROGRAM & AWARD INFORMATION, Program Description (also known as Catalog Description in Program Cover page): Rewrite to state:

> The Art - Graphic Design major at San Diego City College is one of six options in the Visual and Performing Arts division. The program provides students with strong foundational coursework, emphasizing typography and design principles needed to enter the field. Students benefit from instructors who are working professionals in the field. Students receive hands-on experience in the fundamentals of typography and design principles, using the most current industry software to create projects for the real world. The program culminates in a professional portfolio that could be used to obtain employment. The Art - Graphic Design program is designed for students interested in entering the graphic design and interaction design fields and/or transferring to private or public four-year programs.

    - o PROGRAM & AWARD INFORMATION, COURSES REQUIRED FOR THE MAJOR: Remove duplicate ARTG 163
    - o PROGRAM & AWARD INFORMATION, Total Units: Ensure removal of course sums total unit s to "33"

Interaction Design, Certificate of Achievement (ARTG)   Program Revision

Need for Proposal: Interaction Design is a rapidly growing field driven by innovations in technology and new media. A new program in Interaction Design, with a focus on career and technical skills, will train students to fill positions in the industry that are highest in demand. The new Certificate of Achievement will augment the active Graphic Design

Certificate, which focuses on design thinking as applied to more traditional media.
- Recommended Edits:
  - Program Report:
    - PROGRAM & AWARD INFORMATION, Program Description (also known as Catalog Description in Program Cover page): Rewrite to state:

      > The Art - Graphic Design major at San Diego City College is one of six options in the Visual and Performing Arts division. The program provides students with strong foundational coursework, emphasizing typography and design principles needed to enter the field. Students benefit from instructors who are working professionals in the field. Students receive hands-on experience in the fundamentals of typography and design principles, using the most current industry software to create projects for the real world. The program culminates in a professional portfolio that could be used to obtain employment. The Art - Graphic Design program is designed for students interested in entering the graphic design and interaction design fields and/or transferring to private or public four-year programs.

Meeting adjourned at 3:46 pm.

APPENDIX A

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Labor Studies 120

COURSE TITLE: **Units:**
Workers' Rights   3
                                                          Letter Grade or Pass/No Pass Option

CATALOG COURSE DESCRIPTION:

This course covers the basic legal rights for workers. Topics include wage and hour laws, overtime, leaves, workplace privacy including email and computers, accommodating disabilities, ~~including~~ ← pregnancy, and combatting sexual harassment and employment discrimination. This course is designed for union members and anyone interested in workers' rights.

REQUISITES:

Advisory:
ENGL 047A with a grade of "C" or better, or equivalent or Assessment Skill Level R5/W5
or
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5
&
ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Explain the history and overview of federal, state, and local labor laws.
2. Write a plan for a union to affect public policy on worker protection.
3. Discuss the legal definition of employee and how it ~~that~~ affects the rights and obligations of ← workers and employers.
4. Illustrate a working knowledge of how California and United States (US) minimum wage and ← overtime laws impact ~~cover for~~ workers in California.
5. Explain basic rest provisions under both federal and California law.

APPENDIX A

6. List and explain key provisions of laws providing leaves and other accommodations for workers.
7. Discuss leave rights under federal and state laws.
8. Identify specific actions, including political mobilization, that workers can take to enforce and advance basic workplace rights.
9. Discuss the rights of undocumented workers, ~~and~~ the current debate on immigration policy, and implications for employment discrimination.
10. Identify worker's rights to privacy in the workplace.
11. Describe the basic elements of workers' compensation, unemployment, and disability insurance.
12. Recognize what constitutes sexual harassment under current legal definitions and case law, and the criteria and process for filing a sexual harassment claim.
13. Identify various forms of employment discrimination.
14. Interpret laws granting specific health and safety protections to workers.
15. Identify the basic federal protections for retirement security.
16. ~~Create a plan to educate union members about one of the laws that is an issue at a worksite or to educate workers in a similar non-union worksite about their rights and how a union can make the difference.~~

Move to assignments; crteate an objective for Outline of Topic #XIII

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. History and overview of labor laws
    A. Overview of the legal system and of state and federal laws governing the workplace
II. Trends in public policy on employment law and union strategies to improve worker protections
III. The employment relationship
    A. Covered employees and employers
    B. Employment at will
    C. Employee vs. Independent Contractor
IV. Basic legal protections for all workers
    A. Minimum wage and hour laws
    B. The 40-hour work week and daily overtime laws under California law
    C. The right to be paid timely and the penalties
    D. The right to meal and rest periods and the penalties for violations under California law
    E. The right to a day of rest in California law
    F. Enforcement of worker protection procedures under federal and state law
V. Leaves rights under the federal Family and Medical Leave Act, the Americans with Disabilities Act, and the California Fair Employment and Housing Act
VI. Privacy rights vs. employer rights in the workplace
    A. Employers' rights to inspect their personnel files and other employment records
    B. Drug, alcohol, and honesty testing
    C. Employer use and abuse of confidential medical information
    D. Privacy issues relating to email and computer use in the workplace
    E. Surveillance and searches
    F. Grooming
VII. Sexual harassment
    A. Legal definition and criteria for claims
VIII. Discrimination and harassment
    A. Disparate treatment
    B. Disparate impact
    C. Affirmative action
    D. Categories: religious, disability, age, sexual orientation, national origin discrimination
IX. Employment rights of undocumented workers
    A. Current political debates on immigration
    B. Implications for employment discrimination
    C. Discrimination under the Immigration Reform and Control Act (IRCA)
X. Occupational Safety and Health Administration (OSHA)

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A. OSHA standards and enforcement
XI. Health and Safety Protections ←
    A. Workers' compensation
    B. Unemployment
    C. Disability insurance programs

Research if still viable

XII. Retirement security
    A. Employee Retirement Income Security Act (ERISA)
    B. Social Security ←
    C. 401K

Suggested

XIII. Employment laws and unions

B. **Reading Assignments:**
Reading assignments are required and may include but, are not limited to, the following:

I. Assigned textbooks dealing with workers' rights
II. Websites including [list at least two urls] Supplemental reading assignments
III. Professional journals including [list at least two] in the area of workers' rights

C. **Writing Assignments:**
Writing assignments are required and may include, but are not limited to, the following:

I. Essay assignments on worker's rights
II. In-class tests
III. II. Analytical problem-solving exercises
IV. III. Reading responses
V. IV. A plan to educate union members about laws and rights

D. **Appropriate Outside Assignments:**
Outside assignments may include, but are not limited to, the following:

I. Participation in collective bargaining negotiations
II. Observing someone involved in collective bargaining
III. Interviewing someone involved in collective bargaining
IV. Research related to collective bargaining

E. **Appropriate Assignments that Demonstrate Critical Thinking:**
Critical thinking assignments are required and may include, but are not limited to, the following:

I. Explaining the history of federal, state, and local labor laws.
II. Comparing and contrasting between employer rights versus employee rights of privacy.
III. A plan for a union to influence public policy related to worker protection.
IV. Analyzing laws granting specific health and safety protections to workers.
V. A plan to educate union members about laws that can be a work site issue.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:
I. In-class projects and writing assignments regarding workers' rights
II. Out-of-class projects and writing assignments
III. Quizzes and tests
IV. Objective and essay examinations
V. Class participation

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:
    * Lecture
    * Discussion Seminar
    * Learning Modules
    * Audio-Visual
    * Collaborative Learning
    * Shadowing