Curriculum Committee
Meeting Agenda
Tuesday, April 16, 2013
3:30PM-5:00PM
SNY 18

Martha Joyce  Brandon Green    David Farrington  Bettie Wright
Gregg Smith     Mary Stinnett    Nancy Nowak      Deborah Meyer
Charles Young   Lisa Davis

Business to be reviewed by Curriculum Committee:

New Courses:
To be presented by Stephanie Newman:
• TA 256- Musical Theatre Workshop
• TA 257- Musical Theatre Dance
• TA 261- Introduction to Costume Design

To be presented by Vincent Yip:
• CIS 100- Introduction to Windows and Personal Computers

New Programs:
• None

Program Revisions
To be presented by Steve Cable:
• Human Services AAS Degree- Proposed addition to Electives

To be presented by Cheryl Yoder:
• Strength Training- Name Change Only Add Principles Revised: Principles of Strength Training

Course Revisions:
To be presented by Stephanie Newman:
• TA 141- Acting 1
• TA 142- Acting 2
• TA 143- Acting 3
• TA 253- Theatre Rehearsal and Performance REVISED: Performance
• TA 265- Theatre Production Lab Revised: Production
• TA 271- Introduction to Theatre Revised: Theatre Appreciation
• TA 213- Introduction to Lighting Design
• TA 211- Introduction to Set Design

To be presented by Clay Baumgartner:
• CIV 223- Properties and Materials
To be presented by Brent Knapp:
- SUR 161- Surveying I
- SUR 242- Land Descriptions and Cadastre

To be presented by Bettie Wright:
- MED 60- Math for the Medical Assistant
- OA 128- Editing for Business

Informational Items:

- **Hospitality Certificate** will be brought forward at the next Curriculum Committee Meeting; would you all like to have a special work session for this certificate review or work through at the next meeting scheduled for May 14\(^{th}\)?
- **Degree/Certificate Requirements**- Old residency requirement; Proposal- establish some percentage (e.g. 20\%) as a residency requirement. A percentage like this would allow for reasonable interpretations for the full gamut of credentials from short pathways certificates to full 2-yr degrees, and for now would preserve the intent (which we can then have time to discuss for future interpretations) of requiring some substantive amount of coursework to have been completed at UCC. (I would also propose that the residency requirement not be required to have been done in the last X terms, but could have been done any time.) This is a critical problem to resolve for one of our students.
Document brought forward by: Stephanie Newman
Supervisor’s name  Susan Rochester  Date   April 11, 2013

Course title: **Musical Theatre Workshop**

Division A & S Department      F & P           Program TA

Course No TA 256 Title      **Musical Theatre Workshop** Offered **Winter**

Credits  3 Lec hrs/wk 0 Lec/Lab hrs/wk 0 Lab hrs/wk 4 Prac hrs/wk 0

Banner Pre-req. none Instructor Pre-req. none Co-requisites none  Length (wks) 11

Proposed implementation date Term **Winter** Year **2014** Grading Option G/P/NP Load Factor **2.8**

**Catalog Course Description:** A studio course introducing the techniques used in musical theatre to tell a story through song. Students work on songs from standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation, finding intention in the music, and freeing the sound from the body with relaxation.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department    ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)       ☐ Occupational Supplementary

**Support Course:** Indicate all programs for which this course will be required.

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Overlap

COURSE DEVELOPED BY **Stephanie Newman**  DATE: **April 2013**

ATTACH the documents 1. COURSE OUTLINE   2. COURSE JUSTIFICATION FORM
Course No: TA 256
Course Credit: 3
Lecture Hrs/wk: 0
Lab Hrs/Wk: 4
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 44
Length of Course 11
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 2.8 ILC
Activity Code: 100
CIPS: 360117

Course Title: Musical Theatre Workshop
Developed By: Stephanie Newman
Development Date: April 2013
Revision Date:

COURSE DESCRIPTION: A studio course introducing the techniques used in contemporary American musical theatre to tell a story through song. Students work on songs from standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation, finding intention in the music, and freeing the sound from the body with relaxation.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Learn a musical theatre song with sheet music and piano recordings.
2. Pinpoint and explain the dramatic structure within the musical phrasing and lyrics.
3. Research and discover the character motivation for a song.
4. Name and describe standard musical theatre lyricists, composers, and arrangers.
5. Present a memorized and rehearsed musical theatre song that connects characterization and storytelling to the music.
6. Warm up, relax, and tone the voice and body for singing.
7. Use the words of a song to drive the singing involved in the performance.

REQUIRED TEXT/MATERIALS: Sheet music the instructor provides. Non-restrictive clothing that does not hinder movement and comfortable shoes.
OUTLINE: [Topics taught by week 1-10.]
Week 1   Freeing the Voice: Vocal and Physical WarmUps
Week 2   Lyrics: Defining the Story & Connecting to the Words
Week 3   Learning the Song
Week 4   Exploring Musical Structure
Week 5   Artistic Teams of Musical Theatre
Week 6   Character Motivation
Week 7   Singing to the “Other”
Week 8   Auditioning with a Song
Week 9   Releasing Tension in the Voice & Body
Week 10  Rehearsal
Week 11  Final: Performance
Student need for course: Broaden variety for transferable credits for theatre majors, particularly for musical theatre-focused students. Engage performing arts students with theatre training in a different genre. Train students for summer work and auditions at universities and conservatories. Fulfill elective transfer requirements to four year theatre arts programs.

Course Information:

- x [AA]
- [AS]
- x [AAS]
- [Below 100 level]
- x [Elective]
- [Certificate]
- x [AAOT (Area of distribution):]
  - [Arts & Letters]
  - [Science/Math/Computer Science]
  - [Social Sciences]
  - [Electives]
- [Approved Disciplines Studies Listings]
  - [Arts & Letters]
  - [Science/Math/Computer Science]
  - [Social Sciences]
  - [Human Relations]

Cost of this course:

- [No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):
- x [Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: 1 Pianist for the duration of the course; roughly $500 for a student to play basic musical theatre songs for 4 hours a week + 1 final class, a total of 42 hours at just over $10/hr.]

Course impact on:

a. Student enrollment in other courses: Increases interest in theatre arts classes and performances.

b. Current program: Increases support for Performance and Production courses as students are better equipped to audition for a variety of theatre. Increases interest from incoming high schools to offer musical theatre courses. Trains students for summer work in musical theatre both on and off campus.

Replacement course for: Course Number: TA 280 Title: Cooperative Work Experience

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Disposition: [Signature] [Date] [Recommendation]

Director of Curriculum Support

Vice President of Instruction
Document brought forward by: Stephanie Newman

Supervisor’s name  Susan Rochester  Date   April 11, 2013

Course title: **Musical Theatre Dance**

Division A & S Department      F & P           Program TA

Course No TA 257 Title  **Musical Theatre Dance**  Offered **Spring**

Credits   3   Lec hrs/wk 0 Lec/Lab hrs/wk 0 Lab hrs/wk 3  Prac hrs/wk 0

Banner Pre-req. none Instructor Pre-req. none Co-requisites  **none**  Length (wks) 11

Proposed implementation date Term **Winter** Year **2014**  Grading Option G/P/NP Load Factor 2.1

**Catalog Course Description:**  A studio course introducing the techniques and basic moves used in musical theatre dance. Students work on songs from standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation as an individual and within the group, finding intention in the music, flexibility and toning of the body, and presence on stage.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department  ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)  ☐ Occupational Supplementary

**Support Course:**  Indicate all programs for which this course will be required.

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Overlap

COURSE DEVELOPED BY **Stephanie Newman**  DATE: **April 2013**

ATTACH the documents 1. COURSE OUTLINE   2. COURSE JUSTIFICATION FORM
Course Title: Musical Theatre Dance
Developed By: Stephanie Newman
Development Date: April 2013
Revision Date: 

COURSE DESCRIPTION: A studio course introducing the techniques and basic moves used in musical theatre dance. Students work on songs from standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation as an individual and within the group, finding intention in the music, flexibility and toning of the body, and presence on stage.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Connect to their body and command it to move within varying rhythms and speeds of music.
2. Perform a basic dance warm up that builds strength and increases flexibility.
3. Learn, memorize, and perform musical theatre numbers from different time periods and use their bodies to in the style intended for that number.
4. Name and describe standard musical theatre choreographers and their major contributions.
5. Learn basic dance movements and steps required for beginning musical theatre dance students, including turns, across the floor work, and jumps/leaps.
6. Perform as a solo dancer and within a group, displaying skill for “taking the stage” or “blending in” as necessary.
7. Build a character within a dance piece and connect the body’s movements with the intention of that character while dancing.

REQUIRED TEXT/MATERIALS: Dance clothes: Form-fitting, solid colored (ie, black) clothing such as yoga pants, tank tops, tights, leotards, spandex. All: jazz shoes. Ladies: black or nude dance heels (1” or 2”). Men: sneakers or loafers that fit snugly.
OUTLINE: [Topics taught by week 1-10.]
Week 1  Dance Warm Ups and Body Articulation
Week 2  Across the Floor
Week 3  Spins & Turns
Week 4  Developing Flexibility
Week 5  Musical Theatre Choreographers
Week 6  Character Motivation
Week 7  Moving as a Group
Week 8  Solo Performances
Week 9  Storytelling in Dance
Week 10  Rehearsal
Week 11  Final: Performance
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: 

Student need for course: Broaden variety for transferable credits for theatre majors, particularly for musical theatre-focused students. Engage performing arts students with theatre training in a different genre. Train students for summer work and auditions at universities and conservatories. Fulfill elective transfer requirements to four year theatre arts programs.

Course Information:

x AA  x AS  x AAS  □ Below 100 level  x Elective  □ Certificate

x AAOT (Area of distribution):

x Arts & Letters

□ Science/Math/Computer Science

□ Social Sciences

□ Electives

□ Approved Disciplines Studies Listings

□ Arts & Letters

□ Science/Math/Computer Science

□ Social Sciences

□ Human Relations

Cost of this course:

□ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Mirrors on rolling platforms to wheel out for classes. ~$300 if mirrors are still in storage. Possible use of Jacoby stage.

Course impact on:

a. Student enrollment in other courses: Increases interest in theatre arts classes and performances.

b. Current program: Increases support for Performance and Production courses as students are better equipped to audition for a variety of theatre. Increases interest from incoming high schools to offer musical theatre courses. Trains students for summer work in musical theatre both on and off campus.

Replacement course for: Course Number: TA 280 Title: Cooperative Work Experience

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Stephanie Newman

Supervisor’s name  Susan Rochester  Date   April 11, 2013

Course title: Introduction to Costume Design

Division A & S Department      F & P           Program TA

Course No TA 261 Title Introduction to Costume Design  Offered Fall

Credits 3 Lec hrs/wk 2 Lec/Lab hrs/wk 0 Lab hrs/wk 3 Prac hrs/wk 0

Banner Pre-req. none Instructor Pre-req. none Co-requisites none  Length (wks) 11

Proposed implementation date Term Fall Year 2013  Grading Option G/P/NP Load Factor 4.1

Catalog Course Description: An introduction to the principles and practices of costume design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and costume plots. Students prepare costume designs that effectively communicate their artistic concepts and practical applications.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department    ☐ To be ☐ Yes    ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)    ☐ Occupational Supplementary

Support Course: Indicate all programs for which this course will be required.

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Overlap

COURSE DEVELOPED BY Stephanie Newman  DATE: April 2013

ATTACH the documents 1. COURSE OUTLINE    2. COURSE JUSTIFICATION FORM
Course Title: Introduction to Costume Design
Developed By: Stephanie Newman
Development Date: April 2013
Revision Date:

COURSE DESCRIPTION: An introduction to the principles and practices of costume design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and costume plots. Students prepare costume designs that effectively communicate their artistic concepts and practical applications.

COURSE OUTCOMES: Students who complete this course will be able to:

1. Research a play’s time period and historical setting to create a design concept.
2. Dissect a script to understand the requirements for the costume design and the necessary practical components for characters while on stage.
3. Create perspective drawings, renderings, and a costume plot for their design.
4. Originate and organize preproduction paperwork.
5. Present their design in person and effectively articulate their concept to a group.
6. Produce a portfolio presentation of their costume design.
7. Interpret and critique a production’s costume design as an artistic conceptualization and practical application.

REQUIRED TEXT/MATERIALS: Coward, Noel. Private Lives. Shakespeare, William. A Midsummer Night’s Dream. Art supplies: 12” ruler; 2H & 6B pencils; eraser; 11x14” sketch pad of 10+ pages; 11x14” watercolor pad of 10+ pages; 1 fine tip paint brush; 1 fanned paint brush; basic watercolor set of at least 4 primary colors; 2 poster display boards (22x28”). Various fabric swatches to be collected according to student’s designs.
OUTLINE: [Topics taught by week 1-10.]
Week 1  Script Analysis and Research
Week 2  Perspective Drawings and Renderings
Week 3  Practical Applications for Actors and Audiences
Week 4  Costume Plots
Week 5  Pitching a Design
Week 6  Taking Liberties with Concepts
Week 7  Critiquing a Production’s Costume Design
Week 8  Communicating the Concept
Week 9  Preproduction Supporting Paperwork
Week 10 Costume Design Portfolios
Week 11 Final
Student need for course: Broaden variety for transferable credits for theatre majors, particularly for technical-focused students. Transfers to four year theatre arts programs as a necessary component of a beginning design series (to complement scenic and lighting designs).

Course Information:

- **AA**
- **AS**
- **AAS**
- Below 100 level:
- **Elective**
- **Certificate**

- **AAOT (Area of distribution):**
  - Arts & Letters
  - Science/Math/Computer Science
  - Social Sciences
  - Electives

Cost of this course:

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

- Student enrollment in other courses: Increases interest in technical and production aspects of theatre; encourages enrollment in the two other courses of the design series.
- Current program: Increases support for Performance and Production courses as students are required to see one show while taking the class; develops fresh interest and variety in a stagnant program.

Replacement course for: Course Number: TA 227  Title: Stage Makeup

Disposition: Signature Date Recommendation

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Vincent Yip  
Supervisor’s name  Mark Williams  Date  04/08/2013

Course title: **Introduction to Windows and Personal Computers**

Division CTE  Department: Computer Science and Engineering  Program: CIS

Course No  **CIS 100**  Title **Introduction to Windows and Personal Computers**  Offered NA

Credits 3  Lec hrs/wk 0  Lec/Lab hrs/wk 0  Lab hrs/wk 0  Prac hrs/wk 0

Banner Pre-req. NA  Instructor Pre-req. NA  Co-requisites NA  Length (wks) 11

Proposed implementation date Term **Fall Year 2013**  Grading Option Load Factor 3.0

**Catalog Course Description:** This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows, basic word processing, a web browser, internet skills, file management, and email. Students will also be exposed to Learning Management System (LMS).

**VOCATIONAL TECHNICAL PROPOSALS ONLY**  **LOWER DIVISION COLLEGIATE PROPOSALS ONLY**

- [ ] Approved by Advisory Committee (Minutes Attached):
- [ ] Is this course on the "LDC Course List" of the State Department  
  - [ ] To be  
    - [ ] Yes  
    - [ ] No
- If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)
- [ ] Occupational Preparatory (organized degree/cert program)  
  - [ ] Occupational Supplementary

**Support Course:** Indicate all programs for which this course will be required.

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**Overlap**

COURSE DEVELOPED BY **Vincent Yip**  DATE: **04/08/2013**

**ATTACH the documents** 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: CIS 100
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite: NA
Instructor enforced Prerequisite:
Co-Requisite: NA
Load Factor: 3.0
Activity Code: 210
CIPS: 110601

Course Title: Introduction to Windows and Personal Computers
Developed By: Vincent Yip
Development Date: April 2013
Revision Date:

COURSE DESCRIPTION:
This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows, basic word processing, a web browser, internet skills, file management, and email. Students will also be exposed to Learning Management System (LMS).

COURSE OUTCOMES:
1. Use a Microsoft Windows operating system to perform common file management and user tasks.
2. Demonstrate proficiency using a web browser to access the World Wide Web, and electronic mail.
3. Demonstrate proficiency using Word Processing basics.
4. Demonstrate basic ability to use a LMS to perform student activities.

SUGGESTED OUTLINE*:

- Email Management
- File Management
- Learning Management System (LMS) student operations
- Operating System use and management
- The Internet use and management
- Word Processing basic

* It may be changed, as necessary, if the technology changes.
Student need for course: Some students cannot be placed in CIS 120 because they need more basic computer skills. This course is tailored to teach this group of students some basic computer skills. This course will replace the CIS 09X series of courses.

Course Information:

☐ AA  ☐ AS  ☑ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate
☐ AAOT (Area of distribution):
☐ Approved Disciplines Studies Listings
☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Electives
☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Human Relations

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required.
☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course.

Course impact on:

a. Student enrollment in other courses: NA
b. Current program:

Replacement course for: Course Number: CIS 09X Title:

CIS 090 Computer Skills – Word Processing
CIS 092 Computer Skills – File Management
CIS 094 Computer Skills – Windows
CIS 096 Computer Skills – Internet
CIS 099 Computer Skills – Online Research

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
NEW COURSE ADD REQUEST- Webforms Input

Replace versions dated earlier than 4/10/13
(Not for program level usage)

New Course information

Course #:   CIS 100 Alternate Label:  NA  Credits:  3

*Activity Code: (see list below)   210    Course Title:  Introduction to Windows and Personal Computers

Lecture Hours:     3   Lab Hours:  0      Lecture/Lab Hours: 0

Course Description: (As will be shown in the catalog.)

This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows, basic word processing, a web browser, internet skills, file management, and email. Students will also be exposed to Learning Management System (LMS).

Attachments- Please attach any of the following documents to this submission. Please check which items are included.

__X__ Course outcomes  _____ X____ Course Outlines   _____ ODE Response documents

__X_____ Other attachments: (Please describe in the space below)

Description of other attachments:

UCC NEW COURSE APPROVAL FORM, and UCC NEW COURSE JUSTIFICATION

*Activity Code list

100 - Lower Division Collegiate  210 - CTE Preparatory
211 - Stand Alone (Independent) CTE Preparatory  220 - CTE Supplemental
230 - CTE Apprenticeship  310 - English as a Second Language
320 - Adult Basic Education  330 - General Education Development Test Preparation
340 - Adult High School Diploma, High School Completion  350 - Post Secondary Remedial, Reading or Writing
351 - Postsecondary Remedial, Math  352 - Postsecondary Remedial Electives
353 - ACE - Unknown  354 - Postsecondary Remedial, English
355 - ACE - Health & Fitness  356 - Postsecondary Remedial, Writing
357 - ACE - Safety  358 - ACE - Workforce
359 - Non-Reimbursable - Unknown  360 - ACE - Non-Reimbursable - Unknown
361 - ACE - Non-Reimbursable - Health & Fitness
362 - ACE - Non-Reimbursable - Safety
363 - ACE - Non-Reimbursable - Workforce
510 - Non-Reimbursable - Non-Reimbursable - Other/Administrative
511 - Non-Reimbursable - Hobby & Recreation
512 - Non-Reimbursable - Other/Administrative

Approvals-Signatures required

____________________________________  __________________________________
Dean                                                                                            Vice President of Instruction
CC/IC/POC Approvals and Tracking

This sheet must be signed by the appropriate Council and accompany the New Course Submission Request before submitting to the POC

Curriculum Committee
Date of first submission to CC: _______ Date of CC Approval: _______ Date of Denial: _______
Reason for Denial:
Recommendations:
Date of resubmission: _______
Signature of CC Approving Member: ________________________________
Title: __________________________________________

Instructional Council
Date of first submission to IC: _______ Date of IC Approval: _______ Date of Denial: _______
Reason for Denial:
Recommendations:
Date of resubmission: _______
Signature of IC Approving Member: ________________________________
Title: __________________________________________

Webforms
Date Received by POC: _______ Date of Input to Webforms: _______
Date of Email Confirmation Receipt from Webforms: __________________
Date of Acceptance of Submission by CCWD: _______________________
Date of Approval to Begin Application Process: _______________________
Date of Approval to Offer Program: __________________________
Date of Status/Approval Notification to IC: ______________

Tracking Note: Copies of all CCWD correspondence and confirmations will be attached to this form and returned to the IC for confirmation of program status/acceptance.
Document brought forward by: Stephen R. Cable, Human Services Program Coordinator

X Supervisor Signature: Date

☐ X Revise
Division: Arts and Sciences

☐ Reactivate
Program: Human Services AAS Degree

☐ Delete
Effective for Catalog Year and Term: 2013 Summer

☐ Term

☐ Repackage existing courses for a new area of concentration within an existing program

Description of Request: Add additional courses to the Human Services AAS Degree Approved Electives list. These courses have been developed after the current list was enacted.

Other Program Impact:

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

All courses are already being taught.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

NONE. All courses are already being taught.

☐ Impact to other Divisions in terms of classes and staffing.

NONE.

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Program revision for: Human Services AAS Degree

**CURRENT**

<table>
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<th>CORE REQUIREMENTS – 36 credits</th>
<th>PROPOSED</th>
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<tr>
<td>Course #</td>
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<tr>
<td>HS 100</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HS 150</td>
<td>Personal Effectiveness for Human Services</td>
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<td>HS 154</td>
<td>Community Resources</td>
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<td>HS 155</td>
<td>Counseling Skills I</td>
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<td>HS 226</td>
<td>Ethics and Law</td>
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<td>Understanding Dysfunctional Families</td>
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<td>Crisis Intervention and Prevention</td>
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<td>Case Management for Human Services</td>
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<td>HS 267</td>
<td>Cultural Competence in Human Services</td>
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<td>HS 280</td>
<td>Cooperative Work Experience</td>
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**ELECTIVES - 26 credits**

<p>| Course # | Course Title | Credit | Course # | Course Title | Credit |
|--------------------------------|----------|
| Course # | Course Title | Credit | Course # | Course Title | Credit |
| HS 102 | Addiction Pharmacology | 3 | HS 102 | Addiction Pharmacology | 3 |
| HS 107 | Gerontology | 3 | HS 107 | Gerontology | 3 |
| HS 211 | HIV/AIDS &amp; Other Infectious Diseases | 2 | HS 211 | HIV/AIDS &amp; Other Infectious Diseases | 2 |
| HS 217 | Group Counseling Skills I | 3 | HS 217 | Group Counseling Skills I | 3 |
| HS 242 | Program Planning and Evaluation | 3 | HS 242 | Program Planning and Evaluation | 3 |
| HS 265 | Counseling Skills II | 3 | HS 265 | Counseling Skills II | 3 |</p>
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<td>PSY of Human relations or Interpersonal Communications</td>
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**CURRENT TOTAL CREDITS:** 90  
**PROPOSED TOTAL CREDITS:** 90
Document brought forward by: Cheryl Yoder

X Date April 2, 2013
Supervisor Signature:

X☐ Revise
☐ Reactivate
☐ Delete
☐ Repackage existing courses for a new area of concentration within an existing program

Other Program Impact:
☐ Instructional costs (staff, materials, equipment, or facilities) are required.
None

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.
None

☐ Impact to other Divisions in terms of classes and staffing.
None

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Program revision for: Fitness Technician

CURRENT  Strength Training – Fitness Tech – PE 194S
PROPOSED  **Principles of** Strength Training for Fitness Tech – PE 194S

Name change only. Students get confused with current Course Title and think that it is a general Strength Training course. The new name should distinguish it from the other Strength Training courses. Curriculum stays the same.

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Document brought forward by: Stephanie Newman

Date
Supervisor Signature (Please type in the box with the X by it.)

x□ Revise
□ Reactivate
□ Delete
Division: A & S
Department: F & P
Program: TA

Current course number TA 141
Revised Course Number TA 141

Current Course Title Acting I
Revised Course Title Acting 1

Credits 3
Revised Credits 3

Lecture Hrs/Wk 3
Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0
Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 0
Revised Lab Hrs/Wk 0

Practicum 0
Revised Practicum 0

Banner/Instr. Prerequisites none
Revised Banner/Instruc. Prerequisites none

Co-requisites none
Revised Co-requisites none

Length (Wks) 11
Revised Length (Wks) 11

Terms Offered Fall
Revised Terms Offered Fall

Proposed implementation date: Term Fall Year 2013
Grading Option G/P/NP
Load Factor 3

Reason for request: Revise course outcomes and course outline for new faculty as well as to update program to better match the needs of current four year transferring requirements.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

x□ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 141
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 3
Activity Code: 100
CIPS: 360117

Course Title: Acting 1
Developed By: Dean Remick
Development Date: January 1999
Revision Date: March 2013

COURSE DESCRIPTION: Acting 1 focuses on developing an actor’s repertoire of warming up the body, mind, and voice and providing the actor with the tools to analyze a script, audition for a role, rehearse and then present a personalized performance. By articulating the actor’s critical voice through production reviews and exploring the actor’s own connection to characters, the inexperienced student emerges from Acting 1 with the confidence and basic skills needed to audition for and take part in a show. Required for theatre major transfers and open to non-majors.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Perform a basic warm-up that incorporates physical, vocal, and mental toning and relaxation.
2. Describe and identify the basic elements of a play that an actor would need to incorporate into a performance.
3. Critique a dramatic performance by an actor by identifying key components of their work and analyzing their own reaction to those components.
4. Memorize, rehearse, and present monologues and scenes.
5. Identify key elements of the stage and rehearsal process.
6. Present a performance that has play circumstances clearly established with a personal interpretation of those circumstances.
7. Audition for a theatre show with proper preparation and confidence.

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Preparing to Act
Week 2  Circumstances of the Play
Week 3  Analyzing GOTE
Week 4  Staging the Scene
Week 5  Monologues
Week 6  Connecting Body & Voice with Text
Week 7  Auditions
Week 8  Rehearsing & the Process
Week 9  Scene Work
Week 10  Creativity & Self Exploration
Week 11  Performance (Final Exam)
Student need for course: Required for Theatre Arts

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☐ Below 100 level  ☑ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: Maintain current levels

Replacement course for: Course Number: TA 141  Title: Acting I

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature (Please type in the box with the X by it.)

☐ Revise Division: A & S
☐ Reactivate Department: F & P
☐ Delete Program: TA

Current course number TA 142 Revised Course Number TA 142

Current Course Title Acting II Revised Course Title Acting 2

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 0 Revised Lab Hrs/Wk 0

Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites none Revised Banner/Instruc. Prerequisites TA 141

Co-requisites none Revised Co-requisites none

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Winter Revised Terms Offered Winter

Proposed implementation date: Term Winter Year 2014 Grading Option G/P/NP Load Factor 3

Reason for request: Revise course outcomes and course outline for new faculty as well as to update program to better match the needs of current four year transferring requirements.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 142
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: TA 141
Instructor enforced Prerequisite: TA 141
Co-Requisite: none
Load Factor: 3
Activity Code: 100
CIPS: 360117

Course Title: Acting 2
Developed By: Dean Remick
Development Date: January 1999
Revision Date: March 2013

COURSE DESCRIPTION: Acting 2 continues the beginning acting series with further development of an actor’s repertoire of using the body, mind, and voice to create dramatic characterization. Text structure and dialogue analysis are cultivated in the actor to assist characterization rooted in the given circumstances of the story within a variety of theatre styles. Emotional connection to circumstances and subtext explorations bring the actor to more truthful performances. The actor continues to develop a critical voice by reviewing productions. Required for theatre major transfers and open to non-majors. Prerequisite: TA 141 with a C or better.

COURSE OUTCOMES: Students who complete this course will be able to:

1. Perform a basic warm-up that incorporates physical, vocal, and mental toning and relaxation.
2. Identify the structure of a script and pinpoint its dramatic elements.
3. Critique a theatrical performance by an actor by identifying key components of their work and analyzing their own reaction to those components.
4. Analyze dialogue in a scene and present the scene with a variety of inflections, rhythms, and transitions.
5. Memorize, rehearse, and present performances from a variety of theatre genres.
6. Connect emotionally to a scene with believability.


OUTLINE: [Topics taught by week 1-10.]
Week 1  Script & Scene Structure
Week 2  Dialogue Analysis & Character Building
Week 3  Delivery Variety: Rhythm, Inflection, and Transitions
Week 4  Scenework: *A Doll’s House*
Week 5  Emotional Explorations
Week 6  Connecting Emotion to Circumstances
Week 7  Shakespearean Phrasing
Week 8  Scenework: *Hamlet*
Week 9  Variety in Classic Text
Week 10 Refining Performance While Maintaining Variety
Week 11 Performance (Final Exam)
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  TA 142     Course Name  Acting 2

Student need for course: Required for Theatre Arts

Course Information:

x AA      AS  AAS  Below 100 level  x Elective  Certificate

x AAOT (Area of distribution):

Cost of this course:

x No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none
b. Current program: Maintain current levels

Replacement course for: Course Number: TA 142  Title: Acting II

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Director of Curriculum Support                                    Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X Date
Supervisor Signature (Please type in the box with the X by it.)
Revise
Division: A & S
Reactivate Department: F & P
Delete Program: TA

Current course number TA 143 Revised Course Number TA 143

Current Course Title Acting III Revised Course Title Acting 3
Credits 3 Revised Credits 3
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3
Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 0 Revised Lab Hrs/Wk 0
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites none Revised Banner/Instruc. Prerequisites TA 142
Co-requisites none Revised Co-requisites none
Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Spring Revised Terms Offered Spring

Proposed implementation date: Term Spring Year 2014 Grading Option G/P/NP Load Factor 3

Reason for request: Revise course outcomes and course outline for new faculty as well as to update program to better match the needs of current four year transferring requirements.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONSX

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Acting 3  
Developed By: Dean Remick  
Development Date: January 1999  
Revision Date: March 2013

**COURSE DESCRIPTION:** Acting 3 continues the beginning acting series with further development of an actor’s resources of using the body, mind, and voice to create dramatic characterization by exploring the Stanislavski method. With a focus on the inner life of a character and the technique involved to replicate a performance time and again, this course polishes the process for a characterization and bridges into more complex scene work with multiple scene partners. The actor continues to develop a critical voice by reviewing productions. Required for theatre major transfers and open to non-majors. Prerequisite: TA 141 & 142 with a C or better.

**COURSE OUTCOMES:** Students who complete this course will be able to:
1. Perform a basic warm-up that incorporates physical, vocal, and mental toning and relaxation.
2. Describe the Stanislavski method of acting and his major contributions to the industry.
3. Critique a theatrical performance by an actor by identifying key components of their work and analyzing their own reaction to those components.
4. Memorize, rehearse, and present performances that have more than one scene partners.
5. Connect emotionally to a scene with believability.
6. Develop an inner life for a character that will lead them to successful replications of the characterization over time.

**REQUIRED TEXT/MATERIALS:** Stanislavski, Constantin. *An Actor Prepares*. (Routledge, 1989). Form-fitting, neutral clothing the student can move in. Recommended: yoga mat or equivalent.
OUTLINE: [Topics taught by week 1-10.]

Week 1   Acting Methods & Stanislavsky

Week 2   Imagination: The Magic “If”

Week 3   Concentration of Attention

Week 4   Scenework: An Individual Amongst Multiple Partners

Week 5   Emotion Memory

Week 6   The Unbroken Line

Week 7   The Inner Creative State

Week 8   Scenework: Replication

Week 9   Super-Objective

Week 10  On the Threshold of the Subconscious

Week 11  Performance (Final Exam)
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number TA 143     Course Name Acting 3

Student need for course: Required for Theatre Arts

Course Information:

x AA
x AS
x AAS
x Below 100 level
x Elective

x AAOT (Area of distribution):

Cost of this course:

x No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none
b. Current program: Maintain current levels

Replacement course for: Course Number: TA 143    Title: Acting III

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Director of Curriculum Support       Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X Date
Supervisor Signature (Please type in the box with the X by it.)

x □ Revise Division: A & S
□ Reactivate Department: F & P
□ Delete Program: TA

Current course number TA 253 Revised Course Number TA 253
Current Course Title Theatre Rehearsal And Performance Revised Course Title Performance

Credits 1-4 Revised Credits 4
Lecture Hrs/Wk 0 Revised Lecture Hrs/Wk 0
Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3-12 Revised Lab Hrs/Wk 16.5
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites Instructor Approval Revised Banner/Instruc. Instructor Approval
Co-requisites none Revised Co-requisites none
Length (Wks) 11 Revised Length (Wks) 11
Terms Offered F/W/S/Su Revised Terms Offered F/W/S/Su

Proposed implementation date: Term Fall Year 2013 Grading Option G/P/NP Load Factor TBD

Reason for request: Revise course to meet current standards of university transfer requirements.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONSx

Cost of revision:

x □ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 253
Course Credit: 4
Lecture Hrs/wk: 0
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 16.5
Practicum Hrs/Wk: 0
Clock Hours: 182
Length of Course: 11 weeks
Banner enforced Prerequisite: Instructor Approval
Instructor enforced Prerequisite: Instructor Approval
Co-Requisite: none
Load Factor: TBD
Activity Code: 100
CIPS: 360117

Course Title: Performance
Developed By: Dean Remick
Development Date: January 1999
Revision Date: April 2013

COURSE DESCRIPTION: Rehearsal and performance in a UCC theatre production.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Perform an audition and prepare for a callback with industry standards.
2. Read, memorize, rehearse, and perform a part in a theatrical production.
3. Research historical context, origin, and history of a show.
4. Demonstrate a knowledge of theatre vocabulary, industry standards, and methods.
5. Effectively interpret a director's notes and work with other actors and stage personnel during a rehearsal process.
6. Demonstrate a personal discipline, technique and positive approach to the craft of acting.
7. Repeat a performance for multiple showings with believability and discovery.

REQUIRED TEXT/MATERIALS: Various play scripts provided by the instructor. Rehearsal clothing that mimics the costume wear for the role (rehearsal skirts, high heels, suit jackets, TBD by the costume designer). Makeup, hair styling products and utensils, undergarments (including tights) if appropriate for role. Specialty items will be provided by the instructor.

OUTLINE: [Topics taught by week 1-10.]

Week 1  Auditions
Week 2  Callbacks
Week 3  Design Presentations & Research
Week 4  Script Analysis
Week 5  Memorization
Week 6  Blocking Scenes
Week 7  Crafting the Performance
Week 8  Refining Techniques
Week 9  Technical Rehearsal
Week 10 Dress Rehearsal
Week 11 Performance (Final Exam)
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  TA 253     Course Name  Performance

**Student need for course: Required for Theatre Arts**

**Course Information:**

- x AA
- □ AS
- □ AAS
- □ Below 100 level
- x □ Elective
- □ Certificate

x □ AAOT (Area of distribution):

**Cost of this course:**

- x □ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

- □ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

- a. Student enrollment in other courses: none
- b. Current program: Maintain current levels

Replacement course for: Course Number: TA 253   Title: Theatre Rehearsal and Performance

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Director of Curriculum Support              Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X Date
Supervisor Signature (Please type in the box with the X by it.)
x☐ Revise Division: A & S
☐ Reactivate Department: F & P
☐ Delete Program: TA

Current course number TA 265 Revised Course Number TA 265
Current Course Title Theatre Production Lab Revised Course Title Production

Credits 1-4 Revised Credits 1-4
Lecture Hrs/Wk 0 Revised Lecture Hrs/Wk 0
Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3-12 Revised Lab Hrs/Wk 3-12
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites Instructor Approval Revised Banner/Instruc. Instructor Approval
Co-requisites none Revised Co-requisites none

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F/W/S/Su Revised Terms Offered F/W/S/Su

Proposed implementation date: Term Fall Year 2013 Grading Option G/P/NP Load Factor TBD

Reason for request: Revise course to meet current standards of university transfer requirements.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

x☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Production  
Developed By: Dean Remick  
Development Date: January 1, 1999  
Revision Date: April 2013

**COURSE DESCRIPTION:** Participant as a technical or production team member for the execution of a UCC theatre production. Students engage in the construction and production of shows in various stages of preparation, rehearsal, and execution.

**COURSE OUTCOMES:** Students who complete this course will be able to:
1. Assess a production’s design elements and implement a plan to create those designs.  
2. Assist on a technical or production aspect of a play, such as scenery, lighting, costumes, sound, etc.  
3. Demonstrate a knowledge of design concepts and research techniques for theatre.  
4. Safely and effectively use shop tools and equipment in their technical aspect.  
5. Prepare and adhere to stage paperwork such as backstage cue sheets, property check lists, and sign in sheets.  
6. Demonstrate a personal discipline, technique and positive approach to the craft of producing theatre.  
7. Execute their position on the production with professional standards, including timeliness, punctuality, and respect.

**REQUIRED TEXT/MATERIALS:** Various play scripts provided by the instructor. Black clothing and shoes for students working during performances; any color of casual clothing that may be ruined for preproduction students (ie, painting sets or costumes). Lighting crew and stagehands need workman gloves and solid, toe-enclosed shoes. Lighting crew also need an adjustable end wrench.

**OUTLINE:** [Topics taught by week 1-10.]  
Week 1 Design Presentations & Research
Week 2  Planning Execution of Construction
Week 3  The Production and Design Teams
Week 4  Safety and the Theatre
Week 5  Beginning Construction
Week 6  Refining Construction
Week 7  Décor, Color, and Special Effects
Week 8  Rehearsing with Actors
Week 9  Technical Rehearsal
Week 10  Dress Rehearsal
Week 11  Performance (Final Exam)
Document brought forward by: Stephanie Newman

X    Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  TA 253     Course Name  Performance

Student need for course: Required for Theatre Arts

Course Information:

x□AA                      □AS                        □AAS       □ Below 100 level       x□Elective       □ Certificate

x□ AAOT (Area of distribution):

Cost of this course:

□ No additional instructional costs (staff, materials, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: Maintain current levels

Replacement course for:  Course Number: TA 253   Title: Theatre Rehearsal and Performance

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Director of Curriculum Support           Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X Date
Supervisor Signature (Please type in the box with the X by it.)

X Revise Division: A & S

☐ Reactivate Department: F & P

☐ Delete Program: TA

Current course number TA 271 Revised Course Number TA 271

Current Course Title Introduction to Theatre Revised Course Title Theatre Appreciation

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Banner/Instr. Prerequisites none Revised Banner/Instruc. Prerequisites none

Co-requisites none Revised Co-requisites none

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Fall Revised Terms Offered Fall

Proposed implementation date: Term Fall Year 2013 Grading Option G/P/NP Load Factor 4

Reason for request: Refresh course to include contemporary theatre values and its impact on society. Align course with university standards.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS x

Cost of revision: 0

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
**COURSE DESCRIPTION:** An examination of theatre arts, how it has evolved, and its value to communities. The course explores theatre’s evolution with society and the effects it has in contemporary settings. From script to performance, the course dissects the many elements of theatre artistry, process and production.

**COURSE OUTCOMES:** Students who complete this course will be able to:
1. Read a play and identify and describe the script’s dramatic structure and key elements.
2. Name major playwrights, directors, and styles of theatre and describe their influence.
3. Compare and contrast a script from the past and the present.
4. Compare and contrast a production from the past and the present.
5. Name and describe contemporary theatre festivals in and out of the USA, articulating how those festivals represent different societies’ views on theatre.
6. Discover, research and describe a current American community that has specifically benefited from a theatre group.
7. Interpret and critique a live theatrical performance.


Students are required to see one live theater performance that plays during the quarter.

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  An Introduction to Theatre

Week 2  Origins of Drama

Week 3  Scripts & Dramatic Structure
Week 4  Development of Drama
Week 5  From the Page to the Stage
Week 6  Current Theatre Views
Week 7  Festivals: Abroad vs. Home
Week 8  Theatre in Modern Society
Week 9  Community Benefits
Week 10  Drama of Tomorrow
Week 11: Final
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  TA 271   Course Name  Theatre Appreciation

Student need for course: Required for Theatre Arts transfers

Course Information:

x AA        x AS        x AAS       x Below 100 level       x Elective       x Certificate
x AAOT (Area of distribution):

Cost of this course:

x No additional instructional costs (staff, materials, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

   a. Student enrollment in other courses: None
   b. Current program: Increases interest in other theatre courses, supports the production class by having students critique it.

Replacement course for: Course Number: TA 271   Title: Introduction to Theatre Arts

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X Date
Supervisor Signature (Please type in the box with the X by it.)

x Revise  Division: A & S
x Reactivate  Department: F & P
x Delete  Program: TA

Current course number TA 213  Revised Course Number TA 213

Current Course Title  Introduction to Lighting Design  Revised Course Title Introduction to Lighting Design

Credits 3  Revised Credits 3
Lecture Hrs/Wk 2  Revised Lecture Hrs/Wk 2
Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3  Revised Lab Hrs/Wk 3
Practicum 0  Revised Practicum 0

Banner/Instr. Prerequisites none  Revised Banner/Instruc. Prerequisites none
Co-requisites none  Revised Co-requisites none

Length (Wks) 11  Revised Length (Wks) 11
Terms Offered Spring  Revised Terms Offered Winter

Proposed implementation date: Term Spring Year 2014 Grading Option G/P/NP Load Factor 4.1

Reason for request: Revise course outline for new faculty and redirect the course towards design elements like research, conceptualization, and effective articulation of a concept to another party.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: 0

x No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

x Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 213
Course Credit: 3
Lecture Hrs/wk: 2
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 wks
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 4.1 ILC
Activity Code: 100
CIPS: 360117

Course Title: Introduction to Lighting Design
Developed By: Dean Remick
Development Date: January 1999
Revision Date: April 2013

COURSE DESCRIPTION: An introduction to the principles and practices of lighting design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved with basic stage lighting. Students learn about lighting instruments, how color affects the audience and players, and how to effectively communicate their designs.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Research a play’s time period and historical setting to create a design concept.
2. Dissect a script to understand the requirements for the lighting design and the necessary practical components for characters while on stage for multiple stage styles.
3. Create research boards, a lighting design plot, and an instrument schedule for a play.
4. Originate and organize preproduction paperwork, including a cue sheet.
5. Present their design in person and effectively articulate their concept to a group.
6. Locate, identify, hang, and focus various stage lights.
7. Interpret and critique a production’s lighting design as an artistic conceptualization and as a practical application.

REQUIRED TEXT/MATERIALS: Miller, Arthur. *Death of a Salesman*. Wilder, Thorton. *Our Town*. Poster boards, workman gloves, adjustable end wrench. 12” ruler; 2H & 6B pencils; eraser; 11x14 sketch pad of 10+ pages; colored pencils (at least 12 different colors) 2 poster display boards (22x28). Flashlight. Rosco Gel Swatchbook. Various color samples to be collected according to student’s designs.

OUTLINE: [Topics taught by week 1-10.]

Week 1 Script Analysis and Research
Week 2  Research Boards & Design Plot
Week 3  Lighting Equipment
Week 4  Practical Applications of Concepts
Week 5  Creating Cue Sheets & Instrument Schedules
Week 6  Pitching a Design
Week 7  Taking Liberties With Concepts
Week 8  Critiquing a Production’s Set Design
Week 9  Communicating the Concept
Week 10  Interpreting & Hanging a Lighting Design
Week 11: Final
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  TA 213  Course Name  Introduction to Lighting Design

Student need for course: Required for Theatre Arts transfers

Course Information:

x AA        x AS        □ AAS        □ Below 100 level  x □ Elective  □ Certificate

□ AAOT (Area of distribution):

Cost of this course:

□ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: None

b. Current program: Increases interest in other design courses, supports the production class by having students critique it.

Replacement course for: Course Number: TA 213  Title: Introduction to Lighting Design

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Director of Curriculum Support  Vice President of Instruction
X Date
Supervisor Signature (Please type in the box with the X by it.)

x [Revise] Division: A & S
☐ Reactivate Department: F & P
☐ Delete Program: TA

Current course number TA 211 Revised Course Number TA 211

Current Course Title Introduction to Set Design Revised Course Title Introduction to Set Design

Credits 3 Revised Credits 3
Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk 2
Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3 Revised Lab Hrs/Wk 3
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites none Revised Banner/Instruc. Prerequisites none
Co-requisites none Revised Co-requisites none

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Spring Revised Terms Offered Spring

Proposed implementation date: Term Spring Year 2014 Grading Option G/P/NP Load Factor 4.1

Reason for request: Revise course outline for new faculty and redirect the course towards design elements like research, conceptualization, and effective articulation of a concept to another party in order to align with theatre design classes at four years in Oregon and California.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☐

Cost of revision: 0

x ☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Introduction to Set Design
Developed By: Dean Remick
Development Date: January 1999
Revision Date: April 2013

**COURSE DESCRIPTION:** An introduction to the principles and practices of scenic design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and model buildings. Students prepare set designs that effectively communicate their artistic concepts and practical applications.

**COURSE OUTCOMES:** Students who complete this course will be able to:
1. Research a play’s time period and historical setting to create a design concept.
2. Dissect a script to understand the requirements for the set design and the necessary practical components for characters while on stage.
3. Create perspective drawings, renderings, and a 3-dimensional scale model for their design.
4. Originate and organize preproduction paperwork.
5. Present their design in person and effectively articulate their concept to a group.
6. Produce a portfolio presentation of their set design.
7. Interpret and critique a production’s set design as an artistic conceptualization and as a practical application.

**REQUIRED TEXT/MATERIALS:** Wilson, August. *Fences*. Hwant, David Henry. *M. Butterfly*. Art supplies: exacto knife; 12” ruler; PVA glue; erasor; black foamcore; 2H & 6B pencils; 11x14 sketch pad of 10+ pages; 2 poster display boards (22x28).

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Script Analysis and Research

Week 2  Perspective Drawings & Renderings
Week 3  Practical Applications of Concepts
Week 4  Creating the Model
Week 5  Pitching a Design
Week 6  Taking Liberties With Concepts
Week 7  Critiquing a Production’s Set Design
Week 8  Communicating the Concept
Week 9  Preproduction Supporting Paperwork
Week 10 Set Design Portfolios
Week 11: Final
Document brought forward by: Stephanie Newman

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  TA 211  Course Name  Introduction to Set Design

Student need for course: Required for Theatre Arts transfers

Course Information:

x AA  x AS  □ AAS  □ Below 100 level  □ Elective  □ Certificate

x AAOT (Area of distribution):

Cost of this course:

x No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: None

b. Current program: Increases interest in other design courses, supports the production class by having students critique it.

Replacement course for: Course Number: TA 211  Title: Introduction to Set Design

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Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Clay Baumgartner

X Date 4/11/2013

Supervisor Signature (Please type in the box with the X by it.)

- Revise
- Reactivate
- Delete

Division: CTE
Department: Computer & Engineering
Program: Engineering

Current course number CIV 223
Revised Course Number CIV 223

Current Course Title Properties and Materials
Revised Course Title Properties and Materials

Credits 4
Revised Credits 4

Lecture Hrs/Wk 3
Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0
Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 3
Revised Lab Hrs/Wk 3

Practicum 0
Revised Practicum 0

Banner/Instr. Prerequisites
Revised Banner/Instruc. Prerequisites

Co-requisites
Revised Co-requisites

Length (Wks) 11
Revised Length (Wks)

Terms Offered W
Revised Terms Offered S

Proposed implementation date: Term Spring Year 2013
Grading Option A-F Load Factor 5.1

Reason for request: No change in credit hours. Revise content to align with OSU CC321 and OIT CIV 223 for course equivalency and transfer.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

- No additional instructional costs (staff, materials, equipment, or facilities) are required.
  
The cost of this course will be covered by (i.e. fewer sections of course):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: CIV 223  
Course Credit: 4  
Lecture Hrs/wk: 3  
Lab Hrs/Wk: 0  
Lecture/Lab Hrs/Wk: 3  
Practicum Hrs/Wk: 0  
Clock Hours: 66  
Length of Course 11 weeks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 5.1  
Activity Code: 210  
CIPS: 150201

Course Title: Properties and Materials  
Developed By:  
Development Date: 2000  
Revision Date: April 2013

**COURSE DESCRIPTION:** This course is an introduction to civil and construction engineering materials used in road and highway structures such as pavements, bridges, retaining walls, box culverts, sidewalks, curb and gutters, and related structures. The focus is on engineering properties of soils, aggregate, portland-cement concrete (PCC), hot mix asphalt (HMA) and wood and metals.

**COURSE OUTCOMES:**
1. Identify key material properties important to successful application of aggregates, asphalt concrete, and portland cement concrete to a variety of civil engineering projects.
2. Understand geologic process that create soil and their influence on soil properties.
3. Prepare and test representative samples of these materials and their combinations in accordance with standardized procedures.
4. Record, interpret, and result test results in a manner consistent with professional engineering expectations.
5. Interpret soils testing results to classify soils using USCS and AASHTO systems.
6. Specify aggregates, concrete, and asphalt mixes for typical applications.
7. Review project field data and determine compliance with specifications.
8. Design and conduct a simple experiment as well as analyze and interpret the data derived from experiment.

**REQUIRED TEXT/MATERIALS:**
   [http://www.oregon.gov/ODOT/HWY/ENGSERVICES/Pages/standard_drawings_home.aspx](http://www.oregon.gov/ODOT/HWY/ENGSERVICES/Pages/standard_drawings_home.aspx)
OUTLINE: [Topics taught by week 1-10.]

Week One  Course Overview; ODOT/APWA Standards; Geotechnical Exploration; QA/QC

Week Two  Aggregates

Week Three  Concrete Cements and Materials; Mix Design

Week Four  Concrete Mix Design; Fresh Concrete Properties, Hardened Concrete Properties; Test Methods

Week Five  Concrete Volume Changes and Durability; Reinforcement

Week Six  Concrete Batching and Placement

Week Seven  Unified and AASHTO Soil Classification

Week Eight  HMA Overview: HMA Performance; Asphalt Cements

Week Nine  HMA Binder Specifications; HMA Characterization

Week Ten  Metals and Woods

Week Eleven  Final
Course Number CIV 223  Course Name Properties and Materials

Student need for course:

Course Information:

☐ AA  ☐ AS  ☑ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 12

Replacement course for:  Course Number: CIV 223 Title: Properties and Materials

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Brent Knapp

Date 4/11/2013

Supervisor Signature (Please type in the box with the X by it.)

- Revise
- Reactivate
- Delete

Division: CTE
Department: CIS & Engineering
Program: Engineering

Current course number **SUR 161**  Revised Course Number **SUR 161**

Current Course Title **Surveying I**  Revised Course Title **Surveying I**

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Proposed implementation date: Term **Fall** Year **2013**

Reason for request: No change in credit hours. Update UCC Course Outcomes to align with OIT course GME 161 and Oregon State course CE 361 to ensure course equivalency with both institutions.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

- No additional instructional costs (staff, materials, equipment, or facilities) are required.
  The cost of this course will be covered by (i.e. fewer sections of course):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Surveying I
Developed By: Brent Knapp
Development Date: September 2008
Revision Date: April 2013

**COURSE DESCRIPTION:** Course includes the fundamental concepts of plane surveying including theory of measurements, systematic and random errors, distance and angle measurement using total stations and differential leveling. Course also includes calculation of bearings, azimuths, coordinates, area, and traverse adjustments with an introduction to horizontal and vertical curve computations.

**COURSE OUTCOMES:**
1) Demonstrate and explain the fundamental principles of surveying necessary for geomatics and civil engineering
2) Operate standard field surveying equipment (Automatic and Digital Levels, digital theodolites, total stations, and code type GPS) collect field data using standard surveying procedures and produce a final report from data
3) Understand error theory and be able to evaluate surveying blunders, systematic errors, and random errors
4) Analyze field measurements for conformance to accuracy standards
5) Understand how field data is used in the design process
6) Compute and stake horizontal and vertical highway curves
7) Learn the fundamental concepts behind the United States Public Land Survey System (USPLSS)
8) Position objects in a three dimensional plane coordinate system, a state plane coordinate system, and a curvilinear system
9) Demonstrate a basic knowledge of how the Global Positioning System (GPS) works
10) Explain the steps to become registered as a professional engineer and land surveyor
REQUIRED TEXT/MATERIALS:

SUR 161 Lab Manual (Furnished by the instructor)
Various handouts provided by the instructor.

OUTLINE:

I. Class introduction and the surveying profession
   a. Orientation
      i. Course objectives and management
      ii. Grading Standards
      iii. Laboratories and field supplies
   b. The Profession of Surveying
      i. Definition and history of surveying
         1. Scope of surveying practice
         2. Professional Ethics
         3. Surveying agencies and organizations
         4. Historic and modern units for surveying measurements
         5. Surveying field notes

II. Surveying Measurement Theory and Calculations
   a. Significant figures and rounding
   b. Review of Trig functions and application to surveying problems
   c. Errors in surveying measurements
      i. Sources of error
      ii. Types of error
      iii. Error propagation
   d. Historic and modern units for surveying measurement
   e. Unit conversions

III. Direction in Surveying
   a. Bearing and Azimuth
   b. Magnetic vs. True direction and the concept of declination
   c. Introduction to the magnetic compass as a directional instrument

IV. Distance Measurement
   a. Equipment and accessories
   b. Taping on level ground
   c. Taping on uneven ground
   d. Errors and mistakes in taping
   e. Slope and horizontal distances
   f. Taping corrections
   g. EDM theory and operation
V. Leveling
   a. Theory and purpose
   b. Methods of determining elevation differences
   c. Leveling instruments and equipment
   d. Differential leveling
   e. Reduction and adjustment of leveling data
   f. Profile leveling

VI. Traverse Calculations
   a. Purpose of traverse
   b. Angular check and adjustment
   c. Latitudes and departures
   d. Linear error of closure
   e. Precision ratio
   f. Compass rule adjust
   g. Other adjustment methods
   h. Rectangular coordinates

VII. Area computations
   a. Area by triangles
   b. Area by coordinates

VIII. The Global Navigation Satellite System (GNSS)
   a. Introduction and uses of system
   b. Methods of GNSS Surveying

IX. Methods of topographic data collection
   a. Total station data collection
   b. GNSS data collection

X. Curve Calculations
   a. Horizontal Curves
      i. Uses
      ii. Definitions
      iii. Calculations
   b. Vertical Curves
      i. Uses
      ii. Definitions
      iii. Calculations

XI. Introduction to the Public Land Survey System (PLSS)
   a. Purpose of the PLSS
   b. Historic background of the PLSS
   c. Structure of the PLSS
Lab Schedule:
WEEK 1 Pacing, traverse Staking and referencing
WEEK 2 Traverse taping
WEEK 3 Differential leveling and automatic level peg test
WEEK 4 Profile leveling
WEEK 5 Traverse Angles (Total Station)
WEEK 6 Introduction to the Global Navigation Satellite System (GNSS)
WEEK 7 Topographic Data Collection (Total station with data collector)
WEEK 8 Horizontal Curve Layout
WEEK 9 USGS Topographic Map Reading
WEEK 10 Lab Practical Exam
Document brought forward by: Brent Knapp

X Date 04/11/2013

Supervisor Signature: (Please type in the box with the X by it.)

Course Number SUR 161 Course Name Surveying I

Student need for course:

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 9

Replacement course for: Course Number: SUR 161 Title: Surveying I

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Date 4/11/2013  

Supervisor Signature (Please type in the box with the X by it.)  
- Revise  
- Reactivate  
- Delete  

<table>
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<th>Department: CIS &amp; Engineering</th>
<th>Program: Engineering</th>
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Current course number **SUR 242**  
Revised Course Number **SUR 242**

Current Course Title **Land Descriptions and Cadastre**  
Revised Course Title **Land Descriptions and Cadastre**

<table>
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<tr>
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<th>Credits</th>
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<tr>
<td>Practicum</td>
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Banner/Instr. Prerequisites **SUR 161**  
Revised Banner/Instruc. Prerequisites **SUR 161**

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<th>Co-requisites</th>
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<tr>
<td>Terms Offered</td>
<td>Sp</td>
<td>Revised Terms Offered Sp</td>
</tr>
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</table>

Proposed implementation date: Term **Fall Year 2013**  
Grading Option A-F Load Factor **3.0**

**Reason for request:** No change in credit hours. Update UCC Course Outcomes to align with OIT course GME 242 to ensure course equivalency.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

**Cost of revision:** $0

- No additional instructional costs (staff, materials, equipment, or facilities) are required.  
  
  The cost of this course will be covered by (i.e. fewer sections of **course**):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: SUR 242
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: SUR 161
Instructor enforced Prerequisite:
Co-Reqisite:
Load Factor: 3.0
Activity Code: CIPS:

Course Title: Land Descriptions and Cadastre
Developed By: Brent Knapp
Development Date: September 2008
Revision Date: April 2013

**COURSE DESCRIPTION:**
Real property descriptions and land record systems. Emphasis on interpreting and writing land descriptions, research in land records and multipurpose cadastre.

**COURSE OUTCOMES:**
1) Students will be able to prepare real property legal descriptions for aliquot part, simultaneous and sequential conveyances parcels.
2) Demonstrate basic understanding of Cadastre and the use of boundary research tools.
3) Students will complete a chain of title for a parcel of real property.
REQUIRED TEXT/MATERIALS:
“Writing Legal Descriptions” by Gurdon Wattles

REFERENCE TEXT/MATERIALS:
“Boundary Control & Legal Principles” by Brown, Robillard & Wilson
“Black’s Law Dictionary”
“Oregon Revised Statutes”

OUTLINE:
I. Introduction, History, Resources, and related Statutes
   A. Definition for a Legal Description
   B. Parts of the Legal Description

II. Legal Descriptions - Aliquot Parts
    A. USPLSS terminology
    B. Style and Formats

III. Legal Descriptions - Simultaneous Conveyances
    A. Map/Plat References
    B. Style and Format
    C. Augmenting and Qualifying clauses

IV. Legal Descriptions - Metes & Bounds
    A. Controlling and Informative calls
    B. Bounds formats
    C. Metes & Bounds
    D. Point of Beginning
    E. Basis of Bearings

V. Legal Descriptions - Geometry
    A. Horizontal & Spiral Curves
    B. Parallel and perpendicular lines
    C. Station / Offset Format

VI. Legal Descriptions - Water Boundaries
    A. Navigable
    B. Non-Navigable

VII. Legal Descriptions - Strip Descriptions
    A. Constant and variable width
    B. Multiple Parcels
VIII. Legal Descriptions - Complex Geometry
   A. Coordinates
   B. 3 dimensional descriptions

IX. Cadastre
   A. Assessor Maps & County Records
   B. Introduction to boundary research
Document brought forward by: Brent Knapp  

X Date 04/11/2013  
Supervisor Signature: (Please type in the box with the X by it.)  

Course Number SUR 242  Course Name Land Descriptions and Cadastre  

Student need for course:  

Course Information:  

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☒ Certificate  

☐ AAOT (Area of distribution):  

Cost of this course:  

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):  

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:  

Course impact on:  

a. Student enrollment in other courses:  

b. Current program: 9  

Replacement course for: Course Number: SUR 242 Title: Land Descriptions and Cadastre  

Disposition: Signature Date Recommendation  

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bettie Wright

X Date

Supervisor Signature (Please type in the box with the X by it.)

☐ Revise    Division: CTE
☐ Reactivate Department: Business
☐ Delete    Program: AMA, Medical Billing & Reimbursement

Revise        Division: CTE
Reactivate   Department: Business
Delete        Program: AMA, Medical Billing & Reimbursement

Current course number MED060 Revised Course Number ______
Current Course Title ______ Revised Course Title ______
Credits 3 Revised Credits ______
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____
Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____
Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites MTH20 or placement test score Revised Banner/Instruc. Prerequisites ______
Co-requisites ______ Revised Co-requisites ______
Length (Wks) 11 weeks Revised Length (Wks) ______
Terms Offered W,Sp Revised Terms Offered ______

Proposed implementation date: Term W,S Year 2014 Grading Option A-F Load Factor 3.0

Reason for request: Revise course outcomes to make them more suited to the Medical Billing and Collections Clerk certificate and to the new Medical Office Administration degree. Previously, course content emphasized dosage calculation, a very necessary skill for students in the Clinical Medical Assistant program. We no longer offer that program.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.
   The cost of this course will be covered by (i.e. fewer sections of course):
☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Math for the Medical Assistant
Developed By: Bettie Wright
Development Date: March 2003
Revision Date: October 2011

**COURSE DESCRIPTION:** This course is designed to provide students with math skills required to work in allied health fields. The course includes ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, use of a 24-hour clock, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, insurance copay and deductible calculations, interpretation of physician drug orders, and a brief introduction to statistics as it applies to the allied health field.

**COURSE OUTCOMES:** At course completion, the successful student should be able to do the following:
- Define the key terms that relate to Roman numerals and military time.
- Convert times from a 12-hour clock to a 24-hour clock, and vice versa.
- Use medication formulas to solve word problems.
- Calculate insurance deductibles and copayments.
- Analyze and balance day sheet information.
- Calculate mass and volume medication problems.
- Identify base measurement units used in the U.S. Customary System (household measurements), the metric system, and the apothecary system.
- Calculate equivalent measurements between the apothecary and metric systems.
- Use the appropriate equivalents to solve conversion problems using the metric, apothecary, and U.S. Customary (household measurements) systems.
- Compute equivalent measurements between metric, household, and apothecary measurements.
- Identify common abbreviations used in the health care field and interpret basic physician’s orders.
- Convert temperature measurements between Fahrenheit and Celsius.
- Calculate mean, median, and mode and discuss how basic statistics are used in the healthcare field.
- Discuss how graphs can be used in the health care fields.
- Create line, bar, and circle graphs.

OUTLINE:  [Topics taught by week 1-10.]

Week 1  Basic math review: mathematical operations, order of operations, positive/negative numbers  
Week 2  Continue math review: Roman numerals, military time, rounding numbers  
Week 3  Continue math review: word problems, percentages, and decimals.  
Week 4  Ratios and proportions: Setting up, solving, and applying to healthcare situations  
Week 5  General accounting: insurance, petty cash, day sheets, ledger cards  
Week 6  The metric system: base units, prefixes, conversions  
Week 7  U.S. Customary Units (household) and the apothecary system  
Week 8  Application of measurement and dose conversion: common abbreviations; interpretation of physician orders; and conversion between metric, household, and apothecary  
Week 9  Introduction to statistics as it relates to the healthcare field  
Week 10  Graphs: tools of organization
Document brought forward by:

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number Course Name

Student need for course:

Course Information:

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate
- AAOT (Area of distribution):

Cost of this course:

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):
- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program:

Replacement course for: Course Number: Title:

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<th>Signature</th>
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Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bettie Wright
X Date: February 25, 2013
Supervisor Signature (Please type in the box with the X by it.)

- Revise Division: CTE
- Reactivate Department: Business
- Delete Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS; Paralegal AAS; Office Assistant Certificate; Legal Assistant Certificate

Current course number: OA128
Current Course Title: Editing for Business
Credits 3

Revised Course Number ______
Revised Course Title ______
Revised Credits ______

Revised Lecture Hrs/Wk ______
Revised Lec /Lab Hrs/Wk ______
Revised Lab Hrs/Wk ______
Revised Practicum ______

Banner/Instr. Prerequisites Basic keyboarding and word processing skills.
Revised Banner/Instruc. Prerequisites

Co-requisites ______
Revised Co-requisites ______

Length (Wks) 11
Revised Length (Wks) ______

Terms Offered F,W
Revised Terms Offered ______

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 3.4

Reason for request: Update outcomes to reflect those being taught in the course.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

- No additional instructional costs (staff, materials, equipment, or facilities) are required.
  The cost of this course will be covered by (i.e. fewer sections of course):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Editing for Business
Developed By: Linda Bruce
Development Date: 2004
Revised By: Bettie Wright
Revision Date: 2013

COURSE DESCRIPTION: A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing punctuation, sentence structure, grammar, and correct word usage in order to create professional business documents. The course will also provide a spelling review.

COURSE OUTCOMES: Upon completion of the course, the successful students will:

- Use correct spelling, word division, abbreviations, capitalization, number usage, and punctuation
- Identify and use correct sentence structure
- Recognize and correct misused and misspelled words
- Format, proofread, and edit professional correspondence

OUTLINE: [Topics taught by week 1-10.]

Week 1   - Punctuation: Major Marks
Week 2   - Punctuation: Other Marks and Letters, Memos, Email, and Text Messages
Week 3   - Capitalization and Numbers
Week 4   - Abbreviations, Plurals, and Possessives
Week 5   - Spelling
Week 6   - Compound Words and Word Division
Week 7   - Grammar
Week 8   - Grammar
Week 9   - Usage
Week 10  - Usage
Week 11  - Final Exam
Document brought forward by: Bettie Wright

X Date: February 25, 2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number: OA128  Course Name: Editing for Business

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☑ AAS  ☐ Below 100 level  ☐ Elective  ☑ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support  Vice President of Instruction