

DE ANZA COLLEGE  
CURRICULUM COMMITTEE MINUTES

Tuesday, May 6, 2025

2:30pm - 4:00pm

Location: Staff Development Lab – MLC 243

This meeting was held in a hybrid modality, meaning anyone can participate in-person or online.

**PRESENT:**

Mike Appio (AT)  
Bob Kalpin (BH)  
Marco Marquez (CA)  
Michele Fritz (CB)  
Sandra Li (CB)  
Ryan Chu (DASG)  
Hua-Fu Liu (IC)  
Katelyn Endow (LA, LR)

Joe D’Agostino (PE)  
Chris Deming (PS)  
Vinh Nguyen (PS)  
Ramona Gabriel (SS)  
Pauline Wethington (ST)  
Thomas Ray (Division Dean Rep.)  
Christa Steiner (Articulation Officer)  
Sam Bliss  
(Administrative Co-Chair, tie vote)

Sukhjit Singh (Faculty Co-Chair, tie-  
vote)  
Zack Judson  
(Faculty Vice Chair – nv,  
Content Review Liaison)  
Mary Clark-Tillman  
(Curriculum Coordinator - nv)  
Mi Chang (Curriculum Secretary - nv)  
Ashley Egbert  
(Curriculum Secretary - nv)

**ABSENT:**

Cathy Phongsamran (DS), Derrick Felton (FA Rep.)

**GUESTS:**

Susana Ramirez

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1. **Approval of today’s agenda – APPROVED** – (M/S/C—Kalpin/Appio) – as presented.
2. **APPROVAL OF MINUTES:**
  - a. April 15, 2025, Minutes – **APPROVED** – (M/S/C—Fritz/Judson) – as presented.
3. **CONSENT CALENDAR:**
  - a. **APPROVED, effective Fall 2025:** Date: April 26, 2025  
From: Mallory Newell  
To: Curriculum Committee  
Subject: Online Program Designation, effective, Fall 2025

I was able to pull these together to meet your first deadline. All new programs can be completed 50% online while some have all courses that have been approved for online offerings.

- Illustration COAA 50%
- Illustration AA 50%
- UI/UX: User Interface/User Experience COAA 100%
- UI/UX: User Interface/User Experience AA 100%

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- Ethnic Studies COA 100%
- Japanese COA 100%
- Hindi COA 100%
- Vietnamese COA 100%
- Mandarin AA 100%
  
- Environmental Science AST 50%

- signed by Mallory Newell

b. **APPROVED, effective Fall 2026:** May 1, 2025

To: Thomas Ray, Dean of Language Arts

Cc: Lydia Hearn, Interim VP of Instruction  
Sam Bliss, Associate VP of Instruction  
Sukhjit Singh, Curriculum Committee Faculty Co-Chair  
Zack Judson, Curriculum Committee Faculty Vice Chair  
Christa Steiner, Articulation Officer  
Erik Woodbury, Academic Senate President  
Mi Chang, Curriculum Committee Secretary

Re: Course Sunset Policy Deletions Effective Fall 2026

The following courses will be permanently removed from the 2026-2027 course catalog in accordance with the college's "Course Sunset Policy." As of Fall 2026, these courses will no longer be available.

- COMM 78X - Special Topics in Communication Studies
- COMM 78Y - Special Topics in Communication Studies
- COMM 78Z - Special Topics in Communication Studies

Should you have any questions, please feel free to contact my office. Thank you in advance for your cooperation and understanding in this matter.

Regards,

*Mary K. Clark-Tillman*

Mary K. Clark-Tillman

4. **ACTION CALENDAR – APPROVED** – (M/S/C—Kalpin/Li) – as presented.

If a course is passed by the Curriculum Committee, it is “**conditionally approved**” pending Curriculum Committee required and/or recommended changes and final submission of the course and all required forms to the curriculum office. Initiators have **ONE WEEK** from the date of the conditional approval to submit the final version.

a.	<p><b>APPROVED, effective Fall 2026: BUS 386</b>                  Initiator: Michele Fritz                  Title: Business Analytics                  Unit(s): 0 Lec Hour(s): 5                  Repeat: 99</p> <p>New Course                  Program Applicable                  Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b>                  —See Appendix A for required and/or recommended changes.</p>
b.	<p><b>APPROVED, effective Fall 2026: JOUR 61A</b>                  Initiator: Farideh Dada                  Title: Student News Media Production I                  Unit(s): 3 Lab Hour(s): 9</p> <p>5-Year Review                  Program Applicable                  CSU Transferable                  C-ID                  Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b>                  —See Appendix A for required and/or recommended changes.</p>
c.	<p><b>APPROVED, effective Fall 2026: JOUR 361A</b>                  Initiator: Farideh Dada                  Title: Student News Media Production I                  Unit(s): 0 Lab Hour(s): 9                  Repeat: 99</p> <p>5-Year Review                  Program Applicable                  Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b>                  —See Appendix A for required and/or recommended changes.</p>
d.	<p><b>APPROVED, effective Fall 2026: JOUR 61B</b>                  Initiator: Farideh Dada                  Title: Student News Media Production II                  Unit(s): 3 Lab Hour(s): 9</p> <p>5-Year Review</p>

	<p>Program Applicable          CSU Transferable          C-ID          Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
e.	<p><b>APPROVED, effective Fall 2026: JOUR 361B</b>          Initiator: Farideh Dada          Title: Student News Media Production II          Unit(s): 0 Lab Hour(s): 9          Repeat: 99</p> <p>New Course          Program Applicable          Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
f.	<p><b>APPROVED, effective Fall 2026: JOUR 61C</b>          Initiator: Farideh Dada          Title: Editorial Leadership for Student News Media          Unit(s): 3 Lab Hour(s): 9</p> <p>5-Year Review          Program Applicable          CSU Transferable          C-ID          Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
g.	<p><b>APPROVED, effective Fall 2026: JOUR 361C</b>          Initiator: Farideh Dada          Title: Editorial Leadership for Student News Media          Unit(s): 0 Lab Hour(s): 9          Repeat: 99</p> <p>New Course          Program Applicable          Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
h.	<p><b>APPROVED, effective Fall 2026: MAND 1</b>          Initiator: Hua-Fu Liu          Title: Elementary Mandarin (First Quarter)</p>

	<p>Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review            Program Applicable            CSU Transferable &amp; UC Transferable            De Anza GE            Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>            —See Appendix A for required and/or recommended changes.</p>
<p>i.</p>	<p><b>APPROVED, effective Fall 2026: MAND 2</b>            Initiator: Hua-Fu Liu            Title: Elementary Mandarin (Second Quarter)            Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review            Program Applicable            CSU Transferable &amp; UC Transferable            De Anza GE            Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>            —See Appendix A for required and/or recommended changes.</p>
<p>j.</p>	<p><b>APPROVED, effective Fall 2026: MAND 3</b>            Initiator: Hua-Fu Liu            Title: Elementary Mandarin (Third Quarter)            Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review            Program Applicable            CSU Transferable &amp; UC Transferable            De Anza GE            Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>            —See Appendix A for required and/or recommended changes.</p>
<p>k.</p>	<p><b>APPROVED, effective Fall 2026: MAND 351</b>            Initiator: Hua-Fu Liu            Title: Introduction to Translation and Interpreting            Unit(s): 0 Lec Hour(s): 4.5            Repeat: 99</p> <p>New Course            Program Applicable            Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>            —See Appendix A for required and/or recommended changes.</p>

<p>i.</p>	<p><b>APPROVED, effective Fall 2026: MAND 352</b>          Initiator: Hua-Fu Liu          Title: Mandarin Grammar and Composition          Unit(s): 0 Lec Hour(s): 4.5          Repeat: 99</p> <p>New Course          Program Applicable          Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b>          —See Appendix A for required and/or recommended changes.</p>
<p>m.</p>	<p><b>APPROVED, effective Fall 2026: MAND 353</b>          Initiator: Hua-Fu Liu          Title: Introduction to Mandarin/English Linguistics Analysis          Unit(s): 0 Lec Hour(s): 4.5          Repeat: 99</p> <p>New Course          Program Applicable          Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b>          —See Appendix A for required and/or recommended changes.</p>
<p>n.</p>	<p><b>APPROVED, effective Fall 2026: MAND 354</b>          Initiator: Hua-Fu Liu          Title: Sight Translation          Unit(s): 0 Lec Hour(s): 4.5          Repeat: 99</p> <p>New Course          Program Applicable          Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b>          —See Appendix A for required and/or recommended changes.</p>
<p>o.</p>	<p><b>APPROVED, effective Fall 2026: MAND 355A</b>          Initiator: Hua-Fu Liu          Title: Consecutive Interpretation I          Unit(s): 0 Lec Hour(s): 4.5          Repeat: 99</p> <p>New Course          Program Applicable          Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b></p>

	<p>—See Appendix A for required and/or recommended changes.</p>
p.	<p><b>APPROVED, effective Fall 2026: MAND 355B</b>                      Initiator: Hua-Fu Liu                      Title: Consecutive Interpretation II                      Unit(s): 0 Lec Hour(s): 4.5                      Repeat: 99</p> <p>New Course                      Program Applicable                      Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>                      —See Appendix A for required and/or recommended changes.</p>
q.	<p><b>APPROVED, effective Fall 2026: MAND 356A</b>                      Initiator: Hua-Fu Liu                      Title: Simultaneous Interpretation I                      Unit(s): 0 Lec Hour(s): 4.5                      Repeat: 99</p> <p>New Course                      Program Applicable                      Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>                      —See Appendix A for required and/or recommended changes.</p>
r.	<p><b>APPROVED, effective Fall 2026: MAND 356B</b>                      Initiator: Hua-Fu Liu                      Title: Simultaneous Interpretation II                      Unit(s): 0 Lec Hour(s): 4.5                      Repeat: 99</p> <p>New Course                      Program Applicable                      Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>                      —See Appendix A for required and/or recommended changes.</p>
s.	<p><b>APPROVED, effective Fall 2026: PHTG 302</b>                      Initiator: Lisa Teng                      Title: Intermediate Photography                      Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3                      Repeat: 99</p> <p>New Course                      Program Applicable</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b></p>

	—See Appendix A for required and/or recommended changes.
t.	<p><b>APPROVED, effective Fall 2026: PHTG 306</b>                      Initiator: Lisa Teng                      Title: Photography Production Laboratory                      Unit(s): 0 Lab Hour(s): 6                      Repeat: 99</p> <p>New Course                      Program Applicable</p> <p><b>Approved Curriculum Consensus Vote Items:</b>                      —See Appendix A for required and/or recommended changes.</p>
u.	<p><b>APPROVED, effective Fall 2026: PHTG 354</b>                      Initiator: Lisa Teng                      Title: Experimental Photography                      Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3                      Repeat: 99</p> <p>New Course                      Program Applicable</p> <p><b>Approved Curriculum Consensus Vote Items:</b>                      —See Appendix A for required and/or recommended changes.</p>

5. **OTHER BUSINESS:**

a. Review Remote Attendance Policy – Singh

<https://www.deanza.edu/curriculum/curriculumcommittee/research/index.html>

- Singh reviewed the guidelines for attending remotely.
- The Curriculum website will be updated with a link to the form the district boundaries.
- It was recommended that additional microphones or microphone be available as it was difficult to hear the members when attending remotely.

b. Meeting the May 28, 2025 Deadline – Singh

- The curriculum deadline refers to completing workflows into stage 13 (courses) and stage 9 (programs) in eLumen.
- **Please be advised that on May 29, 2025, all workflows not in the stages specified above will be submitted for suspension and the workflow will be deleted.**

- Singh is emailing the department chairs/division deans/division curriculum representatives on a weekly basis to ensure that all courses/programs are submitted by the deadline.
  - Any questions, please email the chair, Singh.
- c. President Torres announced IEPI funding for noncredit, with a portion designated for professional development for Curriculum Committee members – Singh
- Bliss – expanding noncredit and dual enrollment and a portion of the funding will be used for faculty professional development. The State is creating a team that will be start in the fall for this work to happen.
- d. DEI in COR – Bliss/Judson
- <https://www.deanza.edu/curriculum/curriculumcommittee/files/index.html>
  - The goal is to come up with a list of what the committee would feel comfortable recommending to start looking for DEI in consideration of each division/depart/discipline to look for.
  - The goal is to add a DEI stage in a future workflow to assist in the mandatory inclusion of DEI per Title V. Also possibly add a tab in eLumen for initiators to identify DEI elements in their COR.
  - Options:
    - Free or low-cost text book
    - Diversity in the types of assignments
    - Examples of specific assignments involving DEI
    - Update the choices in the methods of instruction
    - Diversity of methods of evaluation
    - Collaborative projects (choices being made available students)
    - Student choice in assessment
    - “Warm” and “Welcoming” language
    - Course descriptions should be easily understand (avoidance of jargon)
    - Representation (cultures, genders, ages) in the outline
    - Range of perspectives of authorship
  - Next steps would be to expand and write up the options to bring back to the committee for a first draft. Then post it on Curriculum’s website. Then generate a letter to faculty to inform them of what CC will be looking for in curriculum.
- e. Public Comments
- Noncredit form is scheduled to open from 6/1-9/1, to be eligible for the spring 2026 addendum.

6. **MEETING ADJOURNED** – (M/S/C—Ray/Marquez)

**APPENDIX A**

<b><u>BUSD386.</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Methods of Evaluation	Required	MOE.B - cannot be expanded. Incorporate into B or make it a C and D
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years

<b><u>JOURD061A</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Essential Student Materials	Required	Please remove second sentence. Ensure the same edits between JOUR 61A and JOUR 361A

<b><u>JOURD361A</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Essential Student Materials	Required	Please remove second sentence. Ensure the same edits between JOUR 61A and JOUR 361A

<b><u>JOURD061B</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Basic Course Information - Course Justification	Required	Course Justification - the need sentence needs to match between JOUR 61B and JOUR 361B
Specification - Methods of Evaluation	Required	Remove "possible" in MOE - E as a final is required.Ensure the same edits between JOUR 61B and JOUR 361B

Specification - Essential College Facilities	Required	Please remove mention of access to internet since that is assumed to be available in all de anza classrooms. If conferencing tools is anything beyond zoom, please specify. Otherwise please remove mention to conferencing tools since Zoom is already available to all de anza employees. Ensure the same edits between JOUR 61B and JOUR 361B
Learning Outcomes - CSLOs	Required	CSLOs must match between JOUR 61B and JOUR 361B

## JOURD361B

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Course Justification - the need sentence needs to match between JOUR 61B and JOUR 361B
Specification - Methods of Evaluation	Required	Remove "possible" in MOE - E as a final is required. Ensure the same edits between JOUR 61B and JOUR 361B
Specification - Essential College Facilities	Required	Please remove mention of access to internet since that is assumed to be available in all de anza classrooms. If conferencing tools is anything beyond zoom, please specify. Otherwise please remove mention to conferencing tools since Zoom is already available to all de anza employees. Ensure the same edits between JOUR 61B and JOUR 361B
Learning Outcomes - CSLOs	Required	CSLOs must match between JOUR 61B and JOUR 361B

## JOURD061C

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Course Justification - the need sentence needs to match between JOUR 61C and JOUR 361C
Specification - Essential College Facilities	Required	Remove "Reliable access to the internet and conferencing tools, such as Zoom." Ensure the same edits between JOUR 61C and JOUR 361C
Specification - Examples of Primary Texts and References	Required	Remove one as the maximum is five. Ensure the same edits between JOUR 61C and JOUR 361C

Outline - Course Outline	Required	Objective C - Manage; Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs; choose a different verb than "MANAGE"; see page 31 of the curriculum guide. Ensure the same edits between JOUR 61C and JOUR 361C
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change
Learning Outcomes - CSLOs	Required	CSLOs must match between JOUR 61C and JOUR 361C

## JOURD361C

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Course Justification - the need sentence needs to match between JOUR 61C and JOUR 361C
Specification - Essential College Facilities	Required	Remove "Reliable access to the internet and conferencing tools, such as Zoom." Ensure the same edits between JOUR 61C and JOUR 361C
Outline - Course Outline	Required	Objective C - Manage; Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs; choose a different verb than "MANAGE"; see page 31 of the curriculum guide. Ensure the same edits between JOUR 61C and JOUR 361C
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change
Learning Outcomes - CSLOs	Required	CSLOs must match between JOUR 61C and JOUR 361C

## MANDD001.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs; choose a word other than "DERIVE"; see the curriculum guide page 31.

<b><u>MANDD002.</u></b>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - General Information	Required	Course Description - remove course ID reference
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs; choose a word other than "DERIVE"; see curriculum guide page 31.

<b><u>MANDD003.</u></b>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - General Information	Required	Course Description - remove course ID reference
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs; choose a verb other than "DERIVE"; see page 31 in the curriculum guide.

<b><u>MANDD351.</u></b>		
None		

<b><u>MANDD352.</u></b>		
Area	Edit Type	Edit

Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs: Assume is not a blooms verb. Bloom's verbs are meant to reflect observable and measurable student actions (e.g., "analyze," "evaluate," "create"), and "assume" isn't easy to measure in that way.
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<b><u>MANDD353.</u></b>		
None		

<b><u>MANDD354.</u></b>		
None		

<b><u>MANDD355A</u></b>		
Area	Edit Type	Edit
Outline - Course Outline	Required	Objective D - Address; Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs: "Address" is often vague and is more of a general action verb and doesn't clearly align with a specific cognitive process that Bloom's taxonomy describes. Discuss, examine, evaluate is a clearer verb for examining an indepth problem.
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs: "Request" is not typically considered a Bloom's taxonomy verb. In a Bloom's context, you'd usually want a verb that clearly shows thinking or knowledge. You may want to use a verb such as "Demonstrate, or Use as an example.

Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see <a href="https://www.deanza.edu/curriculum/guides/blooms.html">https://www.deanza.edu/curriculum/guides/blooms.html</a> for a list of Bloom's verbs: "Manage" is not typically considered a Bloom's taxonomy verb, as it doesn't clearly align with a specific cognitive process in Bloom's framework. If you need a Bloom's verb that reflects the higher-order thinking involved in "managing", you could use verbs like: Organize, Plan, Evaluate, Implement.
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<b><u>MANDD355B</u></b>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title
Basic Course Information - Course Justification	Required	Course Justification - edit to remove course ID and/or course title
Specification - Assignments	Gram/Spell/Punc Error	Edit Assignment B2 to "Various" instead of "Varies"

<b><u>MANDD356A</u></b>		
None		

<b><u>MANDD356B</u></b>		
None		

<b><u>PHTGD302.</u></b>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process

<b><u>PHTGD306.</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Basic Course Information - Course Justification	Required	Course Justification - edit to remove course ID and/or course title
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper

<b><u>PHTGD354.</u></b>		
None		

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