Undergraduate Curriculum Committee  
Meeting Minutes  
September 28, 2017  
UCC 222


Members Absent: Sam Lohse

Ex-officio members present: Maggie Bodyfelt, Kurt Haas, Curt Martin, Douglas O’Roark, Rose Petralia, Bette Schans, and Johanna Varner.

Recording Secretary: Emily Dodson

Chair Kessler called the meeting to order at 3:30.

I. Announcements

a. 2017-18 Proposal Forms

Chair Kessler notified the committee that the 2017-18 proposal forms are now available online. He encouraged committee members to use these for all in-progress proposals.

b. 2017-18 Program Sheets

Chair Kessler informed the committee that errors were found in some of the 2017-18 program sheets. Should anyone find errors in a program sheet, they should inform Bodyfelt or Dodson. Bodyfelt has already caught many of the errors and is revising program sheets.

II. Unfinished Business

a. Approval of Minutes from 8/24/17

Motion to approve the 8/24/17 minutes (Driskell/Elliott). There was no discussion. Motion carried.

b. 2016-17 Annual Curriculum Report

Chair Kessler informed the committee that the 2016-17 Annual Curriculum Report was tabled at the 9/21/17 Faculty Meeting due to a small correction. He asked that the committee members review their departments’ entries in the report and notify Dodson of any corrections. The report will then return to Faculty Senate for review at the 10/19/17 meeting.

III. Ex-Officio Reports

a. Vice President of Academic Affairs
Hass noted his receipt of the pilot financial forms for proposals. He will meet with the UCC Executive Committee to discuss integrating these into UCC’s proposals process for the current year.

b. Registrar’s Office

Bodyfelt had no updates.

c. Financial Aid

Martin informed the committee that the certificates approved in 2016-17 have now received approval by the Department of Education.

d. Library

Petralia reported that she has the assessment for the proposed WQMS course.

e. Director of Assessment and Accreditation Support

Schans introduced herself to the committee. Chair Kessler reminded the committee to submit any proposals that require assessment approval to Schans prior to submission to the committee.

f. Catalog Description Reviewer

Varner informed the committee that the course description for WQMS was never sent to her for review. She has reached out to the correct party to verify that the description will be modified to start with “Introduction to” as opposed to “Introduces.”

g. Essential Learning

O’Roark informed the committee that the Essential Learning Subcommittee held its first meeting and that they are already reviewing Essential Learning requirements.

IV. Curriculum Proposals

Summary of committee actions on curriculum proposals begins on page 3. Further details of proposals begin on page 4.

V. New Business

There was no new business

VI. Information Items

There were no information items.

Adjournment:
With no objections from the committee, Chair Kessler adjourned the meeting at 3:43.

Respectfully submitted by Emily Dodson, 9/29/17.
## Summary of UCC Actions on Curriculum Proposals

**9/28/2017**

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Committee Action</th>
<th>Members</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Course Addition: WQMS 200 Hydraulics for Water Quality Management</td>
<td>Approved</td>
<td>Hoff, Werman</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Hoff, Dodson, and Bodyfelt clarified that the course is titled &quot;Hydraulics for Water Quality Management&quot; and is required for the Technical Certificate in Water Quality Management with the Mathematics in Water Quality specialization. Additionally, the course description will be modified to start with &quot;Introduction to&quot; instead of &quot;Introduces.&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Course Deletion: OFAD 103 Keyboarding</td>
<td>Approved</td>
<td>Hoff, Gurka</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>No concerns were expressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Course Deletion: OFAD 244 Legal Office Procedures</td>
<td>Approved</td>
<td>Hoff, Gurka</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>No concerns were expressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Course Deletion: OFAD 248 Coding and Insurance Billing</td>
<td>Approved</td>
<td>Hoff, Gurka</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>No concerns were expressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Course Deletion: OFAD 253 Word Processing II</td>
<td>Approved</td>
<td>Hoff, Gurka</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>No concerns were expressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Course Deletion: OFAD 293 Cooperative Education</td>
<td>Approved</td>
<td>Hoff, Gurka</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>No concerns were expressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Course Additions**

**WQMS 200**  
Credit Hours  4

**Course Title:** Hydraulics for Water Quality Management  
**Abbreviated Title:** Hydrlc for Water Quality

Contact hours per week:  
- Lecture  
- Lab  
- Field  
- Studio  
- Other  6

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 4500  
Student preparation minutes: 4500

Intended semesters for offering this course:  
- Fall ☑  
- J-Term ☐  
- Spring ☑  
- Summer ☐

Intended semester to offer course 1st time: Spring 2018

Number of times course may be taken for credit: 1

**Essential Learning Course:** Yes ☑ No ☐

**Prerequisites:** Yes ☑ No ☐

**Prerequisite for other course(s):** Yes ☑ No ☐

**Co-requisites:** Yes ☑ No ☐

**Course is a requirement for a new program:** Yes ☑ No ☐

**Technical Certificate:** Mathematics in Water Quality

**Overlapping content with present courses offered on campus:** Yes ☑ No ☐

**Additional faculty FTE required:** Yes ☑ No ☐

**Additional equipment required:** Yes ☑ No ☐

**Additional lab facilities required:** Yes ☑ No ☐

**Course description for catalog:**

Introduction to the mathematical principles of density, specific gravity, pressures, horsepower and energy costs, velocities, weirs, parshall flumes, venturi meters, California Pipe method, flows from open end pipes, settling velocities and classification of flows.

**Justification:**

The program was approved and this course adds the math to the course.

**Topical course outline:**

- Equivalents
- Conversion factors
- Conversion formulas
- Ratios
- Standards
- Pressures
- Atmospheric influences
- Gauge pressure
- Density and Specific Gravity
Course Additions

- Pumps
- Horsepower
- Brake and Motor Horsepower
- Pump Curves
- Set positive Suction Head
- Pump Efficiencies
- Velocities
- QAV formula
- Solving for unknown variables
- Conservation of energy
- Bournelli’s Equation
- Modified Bournelli’s Equation
- Application to industry operations
- Weirs
- Considerations of design
- Standard Suppressed Weirs
- Contracted Suppressed Weirs
- 90-degree V Notch Weir
- Parshall Flumes
- History
- Development
- Application to Industry
- Flow Calculation and Record Keeping
- Applications
- Water Treatment Operations
- Wastewater treatment Operations
- Venturi Meters
- Industry Application
- Flow Calculations and Operation
- California Pipe Method
- Examples of Field Use
- Calculations of flow from Open End Pipes
- Treatment and Distribution Friction Losses
- Velocity friction losses in water distribution system.
- Piping friction losses
- Appurtenance friction losses
- Valving and fitting friction losses

Student Learning Outcomes:

- Determine correct operations based on mathematical principles used in water and waste water treatment specific to hydraulics.
- Communicate with other operations personnel mathematically to evaluate treatment.
- Demonstrate the ability to create, control and develop effective operations using calculations used in the industry to enhance or improve existing operations.

Discussions with affected departments:

N/A

Proposed by: Christine Murphy           Expected Implementation: Spring 2018
Course Deletions

OFAD 103  Credit Hours  3

Course Title: Keyboarding

Essential Learning Course: Yes  ☑  No  ☐

Requirement or listed choice for any program of study: Yes  ☑  No  ☐

WCCC  AAS,  Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s): Yes  ☑  No  ☐

Co-requisite for other course(s): Yes  ☑  No  ☐

Justification:
Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by: Christine Murphy  Expected Implementation: Fall 2018
## Course Deletions

**OFAD 244**  
**Credit Hours:** 3

**Course Title:** Legal Office Procedures  
**Essential Learning Course:** Yes ☑ No ☐  
**Requirement or listed choice for any program of study:** Yes ☑ No ☐  
**WCCC AAS, Admin Office Tech-Administrative Professional:** 1395  
**Prerequisite for other course(s):** Yes ☑ No ☐  
**Co-requisite for other course(s):** Yes ☑ No ☐  

**Justification:**  
Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

**Proposed by:** Christine Murphy  
**Expected Implementation:** Fall 2018
### Course Deletions

**OFAD 248**  
**Credit Hours:** 3  
**Course Title:** Coding and Insurance Billing  
**Essential Learning Course:** Yes [x] No [ ]

Requirement or listed choice for any program of study:  
Yes [x] No [ ]

WCCC AAS, Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s):  
Yes [x] No [ ]

Co-requisite for other course(s):  
Yes [x] No [ ]

**Justification:**  
Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

**Proposed by:** Christine Murphy  
**Expected Implementation:** Fall 2018
Course Deletions

OFAD 253  
Credit Hours  3

Course Title:  Word Processing II

Essential Learning Course:  Yes  ☑  No  ☐

Requirement or listed choice for any program of study:  Yes  ☑  No  ☐

WCCC  AAS,  Admin Office Tech-Administrative Professional:  1395

Prerequisite for other course(s):  Yes  ☑  No  ☐

Co-requisite for other course(s):  Yes  ☑  No  ☐

Justification:
Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by:  Christine Murphy  
Expected Implementation:  Fall 2018
Course Deletions

OFAD 293  Credit Hours  3

Course Title:  Cooperative Education

Essential Learning Course:  Yes ☑ No  ☐

Requirement or listed choice for any program of study:  Yes ☑ No  ☐

WCCC  AAS,  Admin Office Tech-Administrative Professional:  1395

Prerequisite for other course(s):  Yes ☑ No  ☐

Co-requisite for other course(s):  Yes ☑ No  ☐

Justification:
Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by:  Christine Murphy  Expected Implementation:  Fall 2018