1. **Call to Order**

   Emily Sendin

2. **Approval of the Minutes of October 9, 2007**

   Emily Sendin

3. **Curriculum**

   **School of Computer & Engineering Technologies**
   **Computer Information Technology Program**

   Lourdes Oroza

   (ATTACHMENT I)

   Add Existing Course to Program (Elective Course)

   MKA 1045   Introduction to Customer Service   3 Credits

4. **Curriculum**

   **Natural Sciences, Health & Wellness**

   (ATTACHMENT II)

   **New Courses (Elective)**

   Harry Hoffman

   - IDS 1107   Tools for Success   1 Credit
   - IDS 2370   Leadership in Science, Technology, Engineering & Mathematics
   - IDS 2371   Skills for Transfer Success   1 Credit
   - PSC 1191L  Physical Science Lab Fundamentals   1 Credit

5. **RETURN ELECTRONIC VOTE BY FRIDAY, 11-16-07**
School of Computer & Engineering Technologies
Computer Information Technology Program
Dean Lourdes Oroza
Proposal from Richard White
Add Existing Course to Program as an Elective

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKA 1045</td>
<td>Introduction to Customer Service</td>
<td>3</td>
<td>1,2,3,5,6,7,8, 2007-2</td>
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**Rationale:** Industry representatives suggested that the customer service training be added as an elective to Computer Information Technology AS degree. This degree prepares students for positions such as: PC Support Technician, help desk technician, user support analyst, applications system analyst, information systems specialist, technical support analyst, computer information manager user support supervisor, computer systems analyst, customer service representative, computer operator, computer repair technicians, computer sales person, help desk office supervisor, office systems support specialist, software tester, software trainer, user support specialist or to provide supplemental training for persons previously or currently employed in these occupations. For students preparing for careers as help desk technicians, user support analysts, or customer service representatives the addition of MKA 1045 as an elective would prove beneficial.

APPROVE__________  OPPOSE__________  ABSTAIN__________
Natural Sciences, Health & Wellness
Dean Harry Hoffman
New Elective Courses
IDS 1107 Tools for Success 1 Credit
IDS 2370 Leadership in Science, Technology, Engineering & Mathematics 1 Credit
IDS 2371 Skills for Transfer Success 1 Credit
PSC 1191L Physical Science Lab Fundamentals 1 Credit

To view course competencies for the following new courses or forms click below.
https://spsd.mdc.edu/cwc/cassc/20072008/Forms/AllItems.aspx?RootFolder=%2fcwc%2fcassc%2f20072008%2fCASSC%20Packet%202011%2fNatural%20Science%20Courses&View=%7b66074E3C%2d%20E0BF%2d%204375%2d%209C9C%2d%207FDA4%2d%20CE8C7AC%2d%207d

Proposal from Chris Migliacio

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<tr>
<th>Course Number</th>
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<th>Term</th>
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<tbody>
<tr>
<td>IDS 1170</td>
<td>Tools for Success</td>
<td>1</td>
<td>1,2,3,5,6,7,8</td>
<td>2007-2</td>
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</table>

**Course Description:** This course is for students majoring in science, technology, engineering and mathematics fields (STEM). Students will learn writing, research, presentation, and technological skills necessary for success in STEM-related disciplines. Course topics include learning styles, collaborative skills, and power study techniques and will use related technologies related to STEM. (1 hr. lecture)

APPROVE___________  OPPOSE___________  ABSTAIN___________

Proposal from Michael Hettich

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<tr>
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<tbody>
<tr>
<td>IDS 2370</td>
<td>Leadership in Science, Technology, Engineering &amp; Mathematics</td>
<td>1</td>
<td>1,2,3,5,6,7,8</td>
<td>2007-2</td>
</tr>
</tbody>
</table>

**Course Description:** In this course students will research their career interests and interview professionals in Science, Technology, Engineering and Mathematics (STEM). Students will learn to identify, compare, and evaluate upper division degree programs and prepare applications for admission to these programs. Students will write successful application essays and develop interview skills for transfer. (1 hr. lecture)
Proposal from JoAnna Falco

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<tr>
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<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 2371</td>
<td>Skills for Transfer</td>
<td>1</td>
<td>1,2,3,5,6,7,8</td>
<td>2007-2</td>
</tr>
</tbody>
</table>

**Course Description:** This course is for students in science, technology, engineering and mathematics (STEM) for matriculation to the upper division. Students will learn to research, write, coordinate and present grants and scholarships in conjunction with the college application process. Students will document all of their efforts in an electronic portfolio. (1 hr. lecture)

Proposal from Jose Diaz

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<th>Term</th>
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<tbody>
<tr>
<td>PSC 1101</td>
<td>Physical Science Lab Fundamentals</td>
<td>1</td>
<td>1,2,3,5,6,7,8</td>
<td>2007-2</td>
</tr>
</tbody>
</table>

**Course Description:** Students will learn to develop observation, measurement, analysis, and presentation skills using hands-on- collaborative physics and chemistry activities. These skills will enhance future performance in Science, Technology, Engineering and Mathematics (STEM) courses and careers. Students will use current technology as well as critical thinking. (2 hr. lab)