

# Memorandum

**TO:** College Community**FROM:** Dr. R. Ray D. Somera  
Vice President for Academic Affairs**SUBJECT:** Administrative Memo on Curriculum Archival**DATE:** August 26, 2013

In consultation and agreement with the Deans and Associate Deans and in addressing the results of an audit of curriculum spearheaded by the AVP's office, an administrative action is necessary to archive the following courses:

Course#	Department	Course Name	Archive Justification
CM102L	Education	Salon I	Course No Longer Offered
CM103L	Education	Salon I Advanced	Course No Longer Offered
CM198	Education	Co-op for Cosmetology	Course No Longer Offered
CM201	Education	Concepts II	Course No Longer Offered
CM202L	Education	Salon II	Course No Longer Offered
CM203L	Education	Salon II Advanced	Course No Longer Offered
CM204L	Education	Salon III	Course No Longer Offered
CM215	Education	Advanced Cosmetology Laboratory	Course No Longer Offered
CS198	Technology	Co-Op Work Study	Course No Longer Offered
CT190/290	Construction Trades	Special Project	Course No Longer Offered
CT192/292	Construction Trades	Practicum	Course No Longer Offered and a CT292 Construction Practicum was adopted 03/20/2010
EE190	Electronics	Special Project	Course No Longer Offered
EE192	Electronics	Practicum	Course No Longer Offered
EE198	Electronics	Cooperative Education Work-Learn	Course No Longer Offered

Course#	Department	Course Name	Archive Justification
EE290	Electronics	Special Project	Course No Longer Offered
EE292	Electronics	Practicum	Course No Longer Offered
EM111	Construction Trades	Electrical Wiring	Course No Longer Offered
HS116	Tourism	Janitorial Sanitation	Course No Longer Offered
HS123	Tourism	Dressing for Success Business	Course No Longer Offered
MA052B	Math and Science	General Mathematics	Course No Longer Offered
ME195A	Automotive	Truck Gasoline Engines I	Course No Longer Offered
ME195B	Automotive	Truck Gasoline Engines II	Course No Longer Offered
ME196B	Automotive	Engine Repair II	Course No Longer Offered
OA201C	Office Technology	Legal Typewriting	Course No Longer Offered
OA201D	Office Technology	Medical Typewriting	Course No Longer Offered
OA209b	Office Technology	Practicum	Course No Longer Offered
SI130	Math and Science	Anatomy & Physiology	Course was revised and separated into two courses (SI130A & SI130B)
SP089	Student Services Division	Vocational High School Cooperative Education/Work-Learn	Course No Longer Offered
VC105	Business, Social Science, and Tourism	Basic Layout and Design for Print	Course No Longer Offered
VC166	Visual Communications	Digital Editing: Premiere	Course No Longer Offered
VC167	Visual Communications	Digital Editing: After Effects	Course No Longer Offered
VC183	Visual Communications	Digital Hub	Course No Longer Offered
WA200	Water	Water Supply and Hydrology	Course was merged with WW220 into WT140-Management of Water and Wastewater Systems

Following this administrative action to archive the courses listed above, the next step will be to proceed with updating all curricula (excluding those listed in this memo). The curriculum audit and update process will be a focused effort over the next three (3) semesters (Fall 2013, Spring 2014, and Fall 2014) for full compliance with the College's five-year rule by the fall of 2014. Departments are recommended to develop a curricula review and update schedule, include this schedule in each department's strategic plan, and establish and implement a regular and systematic cycle of departmental curricula review and updates.