

## MEMORANDUM

**TO:** Dr. Cherry Li-Bugg, Vice Chancellor of Educational Services and Technology  
**FROM:** Dr. Jennifer Combs, Curriculum Chair  
**DATE:** **March 30, 2017**  
**SUBJECT:** DCCC Meeting Agenda (DCCC) for **April 7, 2017**

### NEW PROGRAMS

DEGREE	ACTION TAKEN	EFF DATE	JUSTIFICATION																		
Paralegal Studies	<p><b>Bankruptcy Specialization Certificate</b>            The Bankruptcy Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, and decision-making, planning, scheduling, refining, and customizing legal work-product for the bankruptcy legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. Possession of a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (12 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 204 F Family Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 206 F Bankruptcy Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td><b>Total Units</b></td> <td style="text-align: right;"><b>12</b></td> </tr> </table>	Program Requirements (12 units)	Units	PLEG 204 F Family Law	3	PLEG 205 F Probate, Wills and Trusts	3	PLEG 206 F Bankruptcy Law and Procedure	3	PLEG 211 F Real Property Law and Procedures	3	<b>Total Units</b>	<b>12</b>	2017 Fall	New certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.						
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Paralegal Studies	<p><b>Corporate Law/Business Litigation/Workers' Comp Specialization Certificate</b>            The Corporate Law/Business Litigation/Workers' Comp Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for the corporate law/business litigation/workers' comp legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. Possession of a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 208 F Workers' Compensation Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 213 F Employment and Labor Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 219 F Intellectual Property</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS 240 F Legal Environment of Business</td> <td style="text-align: right;">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>BUS 240HF Honors Legal Environment of Business</td> <td style="text-align: right;">3</td> </tr> <tr> <td><b>Total Units</b></td> <td style="text-align: right;"><b>15</b></td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 208 F Workers' Compensation Law	3	PLEG 213 F Employment and Labor Law	3	PLEG 214 F Contract Law and Procedure	3	PLEG 219 F Intellectual Property	3	BUS 240 F Legal Environment of Business	3	or		BUS 240HF Honors Legal Environment of Business	3	<b>Total Units</b>	<b>15</b>	2017 Fall	New certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.
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Paralegal Studies	<p><b>Criminal Law Specialization Certificate</b>                      The Criminal Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for a particular legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. Possession of a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (12 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 203 F Personal Injury</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 209 F Criminal Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 215 F Discovery in Electronic Age</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 226 F Constitutional Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td><b>Total Units</b></td> <td style="text-align: right;"><b>12</b></td> </tr> </table>	Program Requirements (12 units)	Units	PLEG 203 F Personal Injury	3	PLEG 209 F Criminal Law and Procedures	3	PLEG 215 F Discovery in Electronic Age	3	PLEG 226 F Constitutional Law	3	<b>Total Units</b>	<b>12</b>	2017 Fall	New certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.		
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Paralegal Studies	<p><b>Family Law/Estate Planning Specialization Certificate</b>                      The Family Law/Estate Planning Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for the family law and estate planning legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. Possession of a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 204 F Family Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 220 F Elder Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td><b>Total Units</b></td> <td style="text-align: right;"><b>15</b></td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 204 F Family Law	3	PLEG 205 F Probate, Wills and Trusts	3	PLEG 211 F Real Property Law and Procedures	3	PLEG 214 F Contract Law and Procedure	3	PLEG 220 F Elder Law	3	<b>Total Units</b>	<b>15</b>	2017 Fall	New Certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.
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Paralegal Studies	<p><b>Law School Track (1st year Prep) Specialization Certificate</b>                      The Legal Studies/Pre-Law Specialization Certificate is designed to prepare students for employment in a legal environment or as a foundation for those who plan on enrolling in law school and who seek to attain a Juris Doctor degree. The focus of the coursework for this certificate is skill building in the basics of various areas of the law and the legal environment of business and will learn to identify the factual situation in which to apply that law, including analyzing facts, determining which aspects of the law are pertinent, applying the law to those facts, and drawing a conclusion. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. Students who complete this program will have completed the course work typically taught in the first year of law school. A minimum grade of</p>	2017 Fall	New certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.														

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Paralegal Studies	<p><b>Real Estate Law Specialization Certificate</b></p> <p>The Real Estate Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for the real estate legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. Possession of a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 204 F Family Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>RE 101 F Principles of Real Estate</td> <td style="text-align: right;">3</td> </tr> <tr> <td><b>Total Units</b></td> <td style="text-align: right;"><b>15</b></td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 204 F Family Law	3	PLEG 205 F Probate, Wills and Trusts	3	PLEG 211 F Real Property Law and Procedures	3	PLEG 214 F Contract Law and Procedure	3	RE 101 F Principles of Real Estate	3	<b>Total Units</b>	<b>15</b>	2017 Fall	New certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.
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Paralegal Studies	<p><b>Transactional Law Specialization Certificate</b></p> <p>The Transactional Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for transactional law legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. Possession of a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (12 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 206 F Bankruptcy Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 207 F Computer Assisted Legal Research</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td><b>Total Units</b></td> <td style="text-align: right;"><b>12</b></td> </tr> </table>	Program Requirements (12 units)	Units	PLEG 205 F Probate, Wills and Trusts	3	PLEG 206 F Bankruptcy Law and Procedure	3	PLEG 207 F Computer Assisted Legal Research	3	PLEG 214 F Contract Law and Procedure	3	<b>Total Units</b>	<b>12</b>	2017 Fall	New certificate created for advanced and returning students to develop specialties within the paralegal program. Certificates are less than 16 units and only require local approval.		
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## REVISED COURSES

COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
*ART 209 F Intermediate Landscape Painting	<ul style="list-style-type: none"> <li>Revising Course number only</li> </ul>	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2017 Fall	Revising course number from ART 191 F to ART 209 F. ART 191 F already exists in curriculum so this recently approved new course will be submitted to the state as ART 209 F.

## CURRICULUM UPDATES PROGRAMS

PROGRAM TITLE	FROM	TO	EFF DATE	JUSTIFICATION
*Advanced Fashion Certificate	Restricted Electives: FASH 045 F <b>2 units</b>	Restricted Electives FASH 045 F <b>1 unit</b>	Fall 2017	Program correction to update DCCC and Board agendas. Course is currently 1 unit so this needs to be reflected in the certificate for 2017 catalog. The course is in the approval process for revision to 2 units effective 2018. The certificate will be revised to include this course with 2 units for 2018.

## DELETED COURSES

COURSE ID	EFF DATE	JUSTIFICATION
CIS 070 F Current Computer Topics	2017 Fall	Six-Year Review. This course is no longer needed. OK TO DELETE and NO PROGRAM IMPACTS
CIS 120AF Project Management I	2017 Fall	Six-year review. Course is being deleted as it is no longer needed. NO PROGRAM IMPACTS.
MKT 090 F Current Issues in Marketing	2017 Fall	Six-Year Review. Course is no longer used and SHELL COURSES are no longer allowed. NO PROGRAM IMPACTS. OK TO DELETE.
OT 060CF Keyboarding - Speed & Accuracy	2017 Fall	Six-Year Review. Entire OT Program/Courses are being deleted. Course is no longer needed. NO PROGRAM IMPACTS
OT 074 F Saying the Right Thing: Professional Ethics and Gift Giving	2017 Fall	This entire OT program/courses is being eliminated. NO PROGRAM IMPACTS. OK TO DELETE.
RE 090 F Current Issues in Real Estate	2017 Fall	Six-Year Review. This course is being deleted as SHELL courses are no longer used. NO PROGRAM IMPACTS as the NEW RE Sales Certificate is pending state approval and this course was previously removed.

## DELETED PROGRAMS

DEGREE	EFF DATE	JUSTIFICATION
Advertising and Graphic Design - Level I Certificate	2017 Fall	Program deletion. Program is being replaced with Advertising and Graphic Design which is currently at the state for approval.
Advertising and Graphic Design - Level II Certificate	2017 Fall	Program deletion. Program is being replaced with Advertising and Graphic Design which is currently at the state for approval.
Outdoor Recreation and Safety Skills Certificate	2017 Fall	Courses in this program are being deleted for lack of interest and low enrollment.