I. CALL TO ORDER

II. APPROVAL OF THE MINUTES, DECEMBER 4, 2009 – confirmed via e-mail

III. SUBCOMMITTEES
   A. Distance Education – Lonnie Larson (chair), Michael Dixon
   B. General Education – Alan Keys (chair), Judi Keen, Don Palm, Sandy Warmington, Jane Woo, Richard Yang
   C. Honors – Valerie Kidrick (chair)
   D. Multicultural Graduation Requirement – Laurie Perry (chair), Richard Ida, Don Palm
   E. Prerequisite/Corequisite/Advisory – Karen Kunimura (chair), Maureen Dana, Julia Jolly
   F. Articulation – Jane Woo (chair), Karen Kunimura, Debbie Gambrell, Lonnie Larson, Carl Sjovold

Discussion Items:
   • Confirm subcommittee chairs and memberships
   • Future process to identify chairs, guidelines for membership, and representation

IV. INFORMATION ITEMS
   A. Spring 2010 Calendar, catalog addendum
   B. PPC List – possible new programs must be on before tech review will begin

V. OLD BUSINESS

VI. NEW BUSINESS
   A. Advanced Technology
      First Reading:
      COSM 150 Art and Science of Nail Technology – deletion

   B. Science and Allied Health
      CHEM 400 General Chemistry – prreq change

CONSENT/FYI:
   ANTH 494 Topics in Anthropology
   BIOL 494 Topics in Biology
   BIOL 495 Independent Studies in Biology
   CHEM 494 Topics in Chemistry
   CHEM 495 Independent Studies in Chemistry
   CISC 495 Independent Studies in Computer Information Science - Core
   ENGR 494 Topics in Engineering
   ENGR 495 Independent Studies in Engineering
   HCD 495 Independent Studies in Human Career Development
   HEED 495 Independent Studies in Health Education
   JOUR 495 Independent Studies in Journalism
   MATH 494 Topics in Mathematics
   MATH 495 Independent Studies in Mathematics
   PSYC 494 Topics in Psychology

NOTE: UC Transfer information added to course description
UC Transfer credit will be awarded only after the course has been evaluated by the enrolling UC campus. The units completed for this course cannot be counted toward the minimum 60 units required for admissions.
Business Business, Insurance (A.S. Degree)
Business Business, Insurance (Certificate)
Business Business, Marketing (A.S. Degree)
Business Business, Marketing, Advertising (A.S. Degree)
Business Business, Retail Management (Certificate)
Business Management (A.S. Degree)
Business Office Administration, Business Operations and Management Technology, Level C
   (Certificate)
Business Office Administration, Clerical General Office, Level A (Certificate)
Business Office Administration, Introduction to Computerized Office Technologies, Level B
   (Certificate)
Business Office Administration, Virtual Office and Management Technologies, Level D (A.S.
   Degree)
Business Office Administration, Virtual Office and Management Technologies, Level D (Certificate)
  NOTE: Formatting change, BUS 106 to BUS 105

Mechanical-Electrical Technology Mechanical Systems Technician (Certificate)
Mechanical-Electrical Technology Mechanical-Electrical Technology (A.S. Degree)
Mechanical-Electrical Technology Mechanical-Electrical Technology (Certificate)
Mechanical-Electrical Technology Wastewater Treatment Plant Operation (A.S. Degree)
Mechanical-Electrical Technology Wastewater Treatment Plant Operation (Certificate)
  NOTE: deletion of MIT 100

VII. ADJOURNMENT

NEXT MEETING: FEBRUARY 5, 2010, 11:00 AM, RN258

Office of Instruction: 01/26/2010
Section 1: Curriculum Cycle Information

Course: COSM 150: Art and Science of Nail Technology
Proposal Type: Deletion
Faculty Initiator: Marcia Bonawitz
Outline Status: 1st Reading
Last Curriculum Action: Dec 19, 2009
Official: No

Section 2: Submission Information

Proposal: To delete the course from the SCC catalog.
Explanation: The COSM 150 course is being deleted because it no longer meets the additional hours/requirements of the California State Board of Cosmetology. The addition of the California State Board of Cosmetology hours/requirements will go into effect in April 2010. Two new courses COSM 155 Lecture and COSM 156 Lab will replace the COSM 150 course.

Section 3: Basic Course Information

Identifier: COSM 150
Title: Art and Science of Nail Technology
Units: 16.00
Prerequisite: COSM 100 with a grade of "C" or better.
Hours: 198 hours lecture, 270 hours laboratory
Description: This is a one-semester course offering beginning, intermediate, and advanced training in manicuring. After completion of this theoretical and operational 400-hour minimum course, students will be eligible to set for the California State Examination in manicuring. The course will include professional image, basic procedures for manicuring (hand and arm massage), basic procedures for pedicure (foot and leg
message), acrylic nails, nail tip and wraps, gel nails (light and no-light cured), basic electric file application, basic airbrushing techniques, nail art and design, and nail salon business.

[Courses embedded in catalog description: None.]

Section 4: Learning Outcomes and Objectives

Upon completion of this course, the student will be able to:

- demonstrate manicuring and pedicuring procedures effectively for the salon workplace
- adapt skills in nail enhancements that meet industry standards
- demonstrate technical knowledge and skills relating to implement, equipment, materials and nail cosmetics preparation, use, clean-up and disposal
- demonstrate skills learned in the nail technology program pertaining to client interaction, concentrating on client health and safety, client analysis and evaluation of products used in all phases of nail technology
- formulate, demonstrate, and complete tasks in nail technology procedures needed to pass the California State Board of Cosmetology written and practical examination for the manicuring license

Section 5: Course Topics

The topics for this course are typically allocated as follows:

<table>
<thead>
<tr>
<th>Lec</th>
<th>Lab</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>0</td>
<td>Orientation; State Board enrollments; time cards and equipment; objectives of semester; rules and regulations; safety precautions; the theory of Manicuring</td>
</tr>
<tr>
<td>45</td>
<td>0</td>
<td>Health and safety/hazardous substances will include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B</td>
</tr>
<tr>
<td>45</td>
<td>0</td>
<td>Theory of nail and disorders</td>
</tr>
<tr>
<td>30</td>
<td>0</td>
<td>Theory of skin and disorders</td>
</tr>
<tr>
<td>30</td>
<td>0</td>
<td>Floor experience and supervised technique development</td>
</tr>
<tr>
<td>0</td>
<td>180</td>
<td>Water and oil manicures including hand and arm massage, liquid and powder tips and nail wraps, repairs, disinfecting and sanitation</td>
</tr>
<tr>
<td>0</td>
<td>90</td>
<td>Complete pedicure including foot and ankle massage, disinfecting and sanitation</td>
</tr>
<tr>
<td>18</td>
<td>0</td>
<td>Electric drill filing, gel nails and creative nail designing</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>Exams</td>
</tr>
</tbody>
</table>
Section 6: Instructional Delivery Modalities

This course may be taught using the following instructional delivery modalities:

- In-Person

Section 7: Instruction Methods and In-class Activities

Lectures, discussions, instructional demonstration, slides, film strips, videos, power-point presentations, group and individual recitation, laboratory nail technology practical skills application, group and individual interaction and recitation

Section 8: Typical Homework Assignments

Outline weekly chapters, answer review questions at the end of chapter, complete weekly assignments in workbook, take home sand-hands and practice skills demonstrated in class

Section 9: Evaluation and Assessment Methods

Participation in lecture discussions, participation in problem-solving assignments requiring oral or written responses, weekly exams and quizzes, participation classroom interaction, learned practical skills, Nail Technology Baby Board final examination, which consists of a written and practical evaluation of the student's progress

Section 10: Representative List of Textbooks


**Supplementary Requirements:** SCC Student Guide, Cosmetology Department Rules and Regulation, California State Cosmetology Acts, Rules, Regulations, Performance Criteria, Milady Text supplemental material and information sheets, vocabulary lists, Milady Text chapter review questions
Section 11: Additional Course Information

Faculty Discipline(s): Cosmetology  
Short Title for Transcripts: Art & Sci Nail Technology  
Type of Grading: Letter Grade  
Times Taken for Credit: This course may be taken 1 time for credit.  
Cross-listed Courses: None.  
Taxonomy of Programs (TOP) Code: 3007.00 (Cosmetology and Barbering)  
Student Accountability Model (SAM) Code: C (Clearly Occupational)

Section 12: Prerequisite Justification

**Prerequisite:** *COSM 100 with a grade of "C" or better.*  
**Justification:** "COSM 100 with a grade of "C" or better."

*Other Justification:*

*COSM 100: Introduction to Cosmetology*

The following COSM 100 prerequisite skills are needed in order to be successful in the course:

- understand what the Cosmetology program entails prior to a full time commitment.
- understand the personal skills required to succeed.
- understand the total concept of salon services and expectations when they enter the working environment.
- understand the basic for good working habits in the physical aspect of our program.
- develop skills that will be necessary for them to interact with fellow workers and clientele successfully.

Section 13: Relationship to College Programs

**Need/Purpose for the Course:** This course is required in order to apply for licensure and obtain a California State Manicuring license.  
**Degrees and Art and Science of Nail Technology (Certificate)**
Section 14: Digital Signatures

Faculty Initiator: Marcia Bonawitz

Department/Subject: COSM

Department Vote: Yes: 6  
No: 0  
Abstain: 0  
Total: 6

Department Chair/Designated Contact: "California State Board of Cosmetology hours and requirements are being updated and will go into effect in April 2010. Two new courses, COSM 155 Lecture and COSM 156 Lab are replacing COSM 150."

--Marcia Bonawitz (Signed: Dec 01, 2009)

Division Dean: Donnetta Webb (Unsigned) Requested: Dec 01, 2009

ARC Contact: Bonnie Spencer (Signed: Dec 18, 2009)

CRC Contact: Daniel DuBray (Signed: Jan 13, 2010)

FLC Contact: Kristi Church (Signed: Jan 05, 2010)