SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

#### NEW COURSE OR COURSE REVISION PROPOSAL

#### SIGN-OFF SHEET

**2010-2011**

(use tab key not cursor to move around document)

[x]  Evergreen Valley Only 🟎Assigned by Curriculum Specialist🟎

[ ]  San Jose City College Only New Course Proposal #

[ ]  Evergreen Valley and San Jose City Colleges Course Revision Proposal # **F10-053**

Course No. and Title: **CIT 040: Web Design I: Internet publishing** Version:

***~~Save a copy to your Desktop before proceeding~~***

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|  **DATE** | **NAME/INITIALS** |  |
| **2/23/11** | **s/J David Eisenberg** | **Proposer (Faculty)** |
|  |  | **Division Curriculum Committee** (EVC only) |
|  |  | SJCC Division Dean |
| **2/23/11** | **s/Jonathan King** | **EVC Division Dean**  |
| **2/23/11** | **Lauren McKee** | EVC Administrative Services Supervisor (codes and loading) |
|  |  | SJCC Administrative Services (codes and loading) |
|  | **Shelley Blackman** | Technical Services Librarian(Library Sign-off Completed) |
|  |  | **IPCC Curriculum Specialist**  |
| **2/23/11** | **Vicki Brewster** | **ACCC Curriculum Specialist** |
| **2/23/11** | **Eric Narveson** | **Chair, ACCC** |
|  |  | **Chair, IPCC** |
|  |  | **Prerequisite Validations** (approved by ACCC/IPCC) |
| **4/28/11** |  | **ACCC Agenda Date**  |
|  |  | **ACCC Action** (Chair notifies proposer) |
|  | **Kuni Hay** | **EVC Vice President, Academic Affairs** |
|  |  | **SJCC Vice President, Academic Affairs** |
|  | **Henry Gee** | **EVC Academic Senate President** |
|  |  | **SJCC Academic Senate President** |
| **2/23/11** | **Marc Sola** | **EVC Articulation Officer** |
|  |  | **SJCC Articulation Officer** |
| **2/23/11** | **Erlinda Martinez** | **EVC Schedules & Catalog Technician**  |
|  |  | **SJCC Schedules & Catalog Technician** |
| **4/29/11** | **Jovita Valdez** | **EVC Articulation Specialist** |
|  |  | **SJCC Articulation Specialist** |
| **3/11/11** | **Ruth Villasenor** | **District Curriculum Coordinator** |
|  |  | EVC, President (new courses only) |
|  |  | **SJCC, President** (new courses only) |
|  |  | **Chancellor** (new courses only) |

Submit to Governing Board\* EVC N/A (Certifying Board Approval)

 SJCC       (Certifying Board Approval)

**COURSE INFORMATION PACKET**

**San Jose/Evergreen Community College District**

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| College: | Prepared By♣:J. David Eisenberg |
| [ ] ♣ New Course **(All new courses require Board approval)** | Date:      Course Approval Date:       |
| [x]  Course Revision (Check **only** items below that are being revised) | Date of Revision:     Revision Approval Date:       |
|  |

**\****These items may vary between campuses*

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| **SECTION A:****COURSE PROPOSER** | **SECTION B:****PROPOSER/DEAN** | **SECTION C:****DIVISION DEAN/TECH. STAFF** |
| [ ]  1. Course Discipline | [x]  15.\* Corequisites *– EVC* | *[x]* 32*.\* Program Status - EVC* |
| [ ]  2. Course Number | [ ]  15.\* Corequisites *– SJCC* | *[ ]* 32*.\* Program Status - SJCC* |
| [x]  3. Course Title | [x]  16. Advisory Read & Write Levels | [ ]  33. District GE |
| [x]  *4.\* Reason for Proposal – EVC* | [ ]  17. Advisory Math Levels | [ ]  34. Recommended CSU GE |
| [ ]  *4.\* Reason for Proposal – SJCC* | [ ]  18. Open Curriculum | [ ]  35. Recommended UC Articulation |
| [x]  5a. Fixed Units | [ ]  19. Recommended | [ ]  36. Baccalaureate Status |
| [ ]  5b. Variable Units | [ ]  20. Method of Instruction | [ ]  37. Recommended IGETC |
| [x]  *6.\* Catalog Description – EVC* | [ ]  *21a.\* Grading – EVC* | [ ]  38. Articulation Efforts |
| [ ]  *6.\* Catalog Description – SJCC* | [ ]  *21a.\* Grading – SJCC* | *[ ]  39*.\* *Course Same As – EVC* |
| *[x]  7.\* Short Schedule Descr. – EVC*  | [x]  *21b.\* Credit By Exam – EVC* | *[ ]  39*.\* *Course Same As – SJCC* |
| *[ ]  7.\* Short Schedule Descr. – SJCC* | [ ]  *21b.\* Credit By Exam – SJCC* | *[ ]  40*.\* *Course Replaces – EVC*  |
| *[x]*  8a*\*. Course Lecture Content – EVC* | [ ]  22. Graduation Requirements | *[ ]  40*.\* *Course Replaces – SJCC* |
| *[ ]*  8a*\*. Course Lecture Content – SJCC* | [ ]  23a. AA/Non AA Status | *[x]  41*.\* *Department Number– EVC* |
| *[x]*  8b*\*. Course Lab Content – EVC* | [ ]  23b. Pre-Collegiate College Skills | *[ ]  41*.\* *Department Number – SJCC* |
| *[ ]*  8b*\*. Course Lab Content – SJCC* | [ ]  24. Basic Skills Status  | *[x]  42*.\* *CID/CIP – EVC* |
| *[x]* 9. Student Learning Outcomes | [ ]  25. State Classification Code | *[ ]  42*.\* *CID/CIP – SJCC* |
| *[x]  10.\* Methods of Evaluation – EVC* | [ ]  26. Class Size | [ ]  43. SAM Code |
| *[ ]  10.\* Methods of Evaluation – SJCC* | [ ]  27a. Repeatability Status | [ ]  *44.\* TOP Code – EVC* |
| *[x]  11.\* Textbook List – EVC* | [x]  28. Faculty Loading | [ ]  *44.\* TOP Code – SJCC* |
| *[ ]  11.\* Textbook List – SJCC* | [ ]  29. FTE | *[ ]  45\* Transfer Status – EVC* |
| *[ ]* 12. College Level Materials | [x]  30a. Student Contact Hours | *[ ]  45\* Transfer Status – SJCC* |
| [x]  13.\* *Homework – EVC* | [ ]  30b. Lab Hours Justification |  |
| [ ]  13.\* *Homework – SJCC* | [x]  *31.\* First Offered – EVC* |  |
| [x]  14. Prerequisites | [ ]  *31.\* First Offered – SJCC* |  |

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| **Section A:To Be Completed by Course Proposer** |
| **(note: Some fields have help information. Help is indicated by the ♣symbol.**  **Press the F1 key on your keyboard to display help. )** |
| **Some items can vary between campuses, Items with an EVC, should be filled in by EVC and items with an SJCC should be filled in by SJCC.** |

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| 1. Course Discipline**:** **Computer Information Technology** | 2a**.** ♣Course Number:**040** | 2b. Course Identifier Number [Office Use Only] EVC:       SJCC:       |
| 3a**.** ♣Course Title : **Web Design I: Internet Publishing** | 3b. Short Title: Web Design 1 |
| 4. **EVC** Reason For Proposing Course Or Change To Course: **Requires student outcomes. By changing proportion of lecture/lab, the course can be taught during days or evenings rather than having to allocate a large block of time on a single day.** |
| 4. **SJCC** Reason For Proposing Course Or Change To Course: |
| 5a. **Units for Course**: 3Units:Lecture:**2.5** Lab:**0.5**Lect. hours:**2.5** Lab hours:**1.5**   [per week] | 5b. Total Hours: **72**[For Office Use Only]  | 5c. Variable Units: (Min.)  **To** (Max.) Enter Unit increment:  | 5d. Total Hours: (Variable Units) Min Hrs.       Max. Hrs.       [For Office Use Only] |
| 6. **EVC** Catalog Description: (9 Lines/80 Char. Max. Per Line):**This course teaches basic skills in HTML and design/layout concepts. These techniques will be used to design, develop and maintain professional Web sites.**  |
| 6. **SJCC** Catalog Description: (9 Lines/80 Char. Max. Per Line): |
| 7. **EVC** Short Schedule Description (100 Char. Max.):**Learn basic skills in HTML and design/layout concepts to design a professional Web site.** |
| 7. **SJCC** Short Schedule Description (100 Char. Max.): |

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| 8a. **EVC** Course Lecture Content (150 Lines/80 Char. Max Per Line) Use Outline Format (Control+Tab keys to indent): 1. Basic design and layout principles to apply for effective and user friendly Web site production.
2. XHTML elements for presentation of text, links, images, tables, and forms.
3. Application of Cascading Style Sheets (CSS) to modify presentation of base XHTML elements.
4. Basic image production techniques such as image cropping and resizing.
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| 8b. **EVC** Course Lab Content (150 Lines/80 Char. Max Per Line) Use Outline Format (Control+Tab keys to indent): 1. HTML and XHTML terminology
2. Validation of web pages
3. Text formatting
4. Attributes and character entities
5. Grouping elements
6. Simple and nested lists
7. Colored and sized text via CSS
8. Adding links to a web page
9. Adding images to a web page
10. Tables for tabular data and layout
11. Internal style sheets
12. External style sheets
13. Forms
14. Completion of a full professional Web site design incorporating the techniques learned as a final project.
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| 8a. **SJCC** Course Lecture Content (150 Lines/80 Char. Max Per Line) Use Outline Format (Control+Tab keys to indent):  |
| 8b. **SJCC** Course Lab Content (150 Lines/80 Char. Max Per Line) Use Outline Format (Control+Tab keys to indent):  |
| 9. Student Learning Outcomes(SLO’s): (Enter 6 - 12 Learning Outcomes) Upon completion of this course, the student will be able to: * **Use written specifications to create a corresponding valid HTML document.**
* **Create simple and nested numbered and/or bulleted lists.**
* **Modify presentation of text size and color by use of CSS.**
* **Create links to external sites or other web pages within the student’s own site.**
* **Apply styles to all elements on a single page via internal style sheets or to an entire web site via external style sheets.**
* **Use the <table> element to present tabular data that may span rows and columns.**
* **Use CSS to produce multi-column layout on a Web page.**
* **Construct Web forms using text input, radio buttons, checkboxes, and drop-down menus.**
* **Construct a multi-page Web site that uses all the preceding concepts.**
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| 10. **EVC**Methods of evaluation and examination: (title 5 requires that a grade is based on demonstrated proficiency, at least in part, by means of essays or problem solving exercises or skills demonstrations.) **Methods of Assessment for SLOs including Methods of Evaluation and Examination Used in This Course**Exams, Final Project, Final Exam, and Lab Assignments. **For degree applicable courses: List critical thinking example(s) of methods of evaluation:**Students will develop HTML markup based on written specifications, and detect and correct errors in markup. |

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| 10. **SJCC** Methods of evaluation and examination: (title 5 requires that a grade is based on demonstrated proficiency, at least in part, by means of essays or problem solving exercises or skills demonstrations.) **Methods of Evaluation and Examination Used in This Course**     **For degree applicable courses: List critical thinking example(s) of methods of evaluation:**       |

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| 11a. **EVC** Textbook List/Learning Materials (Include Author, Title, Publisher, and Year) *HTML, XHTML, & CSS, 6th Edition*, Elizabeth Castro (Peachpit Press, 2006) *Designing with Web Standards (3rd Edition)*, Jeffrey Zeldman and Ethan Marcotte (New Riders Press, 2009) ISBN 978-0321616951  |

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| 11b. **EVC** [x]  I have consulted with the Librarian and the Library Sign-off Page is completed and is on file with the Library.  |
| 11b. **SJCC** [ ]  I have consulted with the Librarian. |

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| 11a. **SJCC** Textbook List/Learning Materials**:**(Include Author, Title, Publisher, and Year)  |

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| 12. ♣I Verify That TheTextbooks/Learning Materials Listed Above Are College Level Materials.[x] Yes [ ] No |
| 13.♣ **EVC**  homework/assignments [2 hours per lecture unit]:Hours Per Week♣ =**5**Assignments That Will Be Required Outside Of The Classroom (25 Lines/80 Char. Max):Required readings of book and online notesConstruction of Web pages that use concepts taught in lecture**For degree applicable courses: List critical thinking example(s) of homework:** Given a set of data, construct a table to represent the data in a minimum number of rows and columns. |
| 13.♣ **SJCC** homework/assignments [2 hours per lecture unit]:Hours Per Week♣ =Assignments That Will Be Required Outside Of The Classroom (25 Lines/80 Char. Max):     **For degree applicable courses: List critical thinking example(s) of homework:**       |
| 14**.**♣ Course Prerequisite (A Grade Of “C” Is Implied Unless OtherwiseStated. (Go to item 47 to complete prerequisite validation form): **None** |
| 15. **EVC** Course Corequisite: (Go to item 47 to complete corequisite validation form):  |
| 15. **SJCC** Course Corequisite: (Go to item 47 to complete corequisite validation form):  |
| 16**.** Advisory Reading And Writing Levels:  |
| 17. Advisory Math Level:  |
| 18. Open Curriculum:  **[ ]**  (No Prerequisite, Corequisite, or Advisory Levels)  Open curriculum\*: [ ]  (Open Curriculum, but some steps necessary to enroll) Indicate Necessary Steps To Enroll**:**  |
| 19.♣ **EVC** Recommended Preparation (prior/concurrent)**:** **Knowledge of Internet, equivalent to material taught in BIS121. Familiarity with file manager; ability to use a simple text editor such as Notepad** |
| 19.♣ **SJCC** Recommended Preparation (prior/concurrent):       |
| 20.♣ Method of Instruction**:**   |
| 21a. **EVC** Grading**:** 21a. **SJCC** Grading**:**  | 21b. **EVC** Credit By Exam Allowed: [x] Yes [ ] No | 21b. **SJCC** Credit By Exam Allowed: [ ] Yes [ ] No |

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| **Section B: To Be Completed by Course Proposer and Division Dean** |
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| 22. Graduation Requirements**:** | This Course Meets Cultural Pluralism/Ethnic Studies Requirements:  [ ] Yes [x] NoIf Yes, Ethnic Studies Faculty Sign-Off on file : [ ] Yes [ ] No |
| 23a. ♣ AA/Non AA Status**:**  [🡨 select from pull-down menu] ***Criteria (Course Is AA and AS-Applicable If Letters A-F Are All Checked):*** **[x]** A. Appropriate Prerequisite Level. [ ]  B1. A Graded Essay Written At College Level. **Or** [x]  B2. Essay Not Appropriate - Skills Demonstration Course Or Significant Problem Solving. [x]  C1. College Level Vocabulary, Study Skills, Reading Material; Or A Lab Or Activity Class. **Or** [ ]  C2. College Level Reading And Writing (See #12). [x]  D. Multiple Measures Of Evaluation Are Employed (See #10). [x]  E. Two Hours Of Homework Required For Every Lecture/Theory Hour, Or This Is A Lab, Or This Is An Activity Class And Does Not Require Homework. [x]  F. Coursework Calls For Critical Thinking Exercises. ***Check The Following That Apply****:* [ ]  G. Course With A Math Content Equal To Math 11A or 11R or 11S or 13, And A-F Above. [ ]  H. Reading, Writing Or ESL Course No Lower Than One Level Below Engl. 1A, And A-F Above. [x]  I. Course Is Part Of A Non-Baccalaureate Occupational Major And Meets A-F Above. [x]  J. This Course Has Baccalaureate Status. (See #36.) |
| 23b. **Complete this item only for courses that are NAA (see #23a above)**: Is this a pre-collegiate basic skills course in reading, writing, math or ESL? [ ] Yes [ ] No If Yes, indicate # of levels below transfer and area: level:   If No, is this a skill typically needed for an  AA or AS applicable vocation course? [ ] Yes [ ] No |
| 24. Basic Skills Status:  |
| 25. State of California Course Classification:  |
| 26. [For Office Use Only] Final Class Size: **35** |

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| 27a. Repeatability**:** Status:  If Repeatable, number Of Times Repeatable:   Maximum Units: 3[Per Title 5, Section 55041: Activity courses may be repeated only three times, four experiences total for any given activity, across various levels of courses in that activity, or variations of that activity.] | 27b. [For Office Use Only]  Retake Code: 03.0A |

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| 28. Faculty Loading: FTE Lecture: 16.67 FTE Lab: 7.5000  | Variable Loading:FTE Lecture: From       To      FTE Lab: From       To       |
| 29. Total FTE For Course: 24.170 | Variable Total FTE For Course:From:       To       |
| 30a. Student Contact Hours:   | Lecture Per Week: 2.5\*Lab Hours Per Week: 1.5**\***If hours exceed 3 lab hours to 1.0 unit ratio, justify below (#30b): | Variable HoursLecture Hours: From     To     Lab Hours: From     To      |
| 30b. Lab Hours Justification:       |
| 31. **EVC** First Semester Intend To Offer:  Year: **2011**  |
| 31. **SJCC** First Semester Intend To Offer: Year:   |
| 32. **EVC** Course Program Status: Most courses are part of a program listed on the college Program Inventory, or are General Education or Transfer, or Stand Alone.  [ ]  GE (be sure that GE item is checked consistently on this document)[x]  Transfer (be sure that transfer item is checked consistently on this document)[ ]  Stand Alone (not part of any program; not GE, and not Transfer)[x]  Created to be part of a certificate or degree Which certificate and/or degree? AS in CIT | [For Office Use Only] Program Control Number: 06182  [For Office Use Only] Program Code:       |
| 32. **SJCC** Course Program Status: Most courses are part of a program listed on the college Program Inventory, or are General Education or Transfer, or Stand Alone.  [ ]  GE (be sure that GE item is checked consistently on this document)[ ]  Transfer (be sure that transfer item is checked consistently on this document)[ ]  Stand Alone (not part of any program; not GE, and not Transfer)[ ]  Created to be part of a certificate or degree Which certificate and/or degree?       | [For Office Use Only] Program Control Number:       |
| 33. District GE: | 33a. Course has District GE Status: [ ] Yes [x] No | 33b. Recommended Areas:Area 1 Area 2: Area 3: Default:     |
| 34. CSU GE: | 34a. Recommended for CSU GE Status: [ ] Yes [x] No | 34b**.**Recommended Areas:Area 1: Area 2: Area 3: Default:        |
| 35. UC Articulation: | 35a**.** Recommended for UC Articulation: [ ] Yes [x] No |
| 36. Baccalaureate Status: | 36a. **List of criteria needed to establish Baccalaureate Status: (check all that apply\*)**1. [x]  Meets AA-Applicable standards of rigor
2. [ ]  Non-Occupational course counting as units in a major
3. [ ]  There is documentation that the same, similar, or analogous course is taught in the CSU system.
4. [x]  Occupational course within a major
5. [ ]  Apprenticeship course (cannot be transferable)

**\*To have Baccalaureate Status 1 must be checked, plus 2 or 3 or 4. Courses with Baccalaureate Status transfer to CSU.** | 36b. Course should have Baccalaureate status (transfers to CSU):[x] Yes [ ] No36c. [x]  Recommended for articulation with CSU as a course in a major.[x]  Recommended for articulation with CSU as an elective in a major. |
| 37. IGETC Status: | 37a.Recommended for IGETC:[ ] Yes [x] No | 37b. Recommended IGETC Categories: (1 code is preferable; 2 codes maximum)Code 1: Code 2: Complete if more than one code is chosenDefault Code:    |
| 38. Describe Articulation Efforts [between EVC and SJCC]:       |

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| **Section C: To Be Completed by Division Dean and Technical Staff** |
| 39♣ **EVC** This Course Is The “Same As”: First Semester Good For: Year:     |
| 39♣ **SJCC** This Course Is The “Same As” :First Semester Good For: Year:     |
| 40♣. **EVC** This Course “Replaces”: First Semester Good For: Year:      Has the course inactivation form been completed? [ ]  Yes [ ]  No |
| 40♣. **SJCC** This Course “Replaces”: First Semester Good For: Year:      Has the course inactivation form been completed? [ ]  Yes [ ]  No |
| 41. **EVC** Dept.: 2CIT41. **SJCC** Dept.:       (Ex: 1ENGL or 2ENGL) | 42.♣ **EVC** CID: 0700 CIP: 11.010142.♣ **SJCC** CID:      CIP:       | 43. Sam**:**  | 44.♣ **EVC** TOP CODE:0701.0044.♣ **SJCC** TOP CODE:      |
| 45.Transfer Status: **EVC:**  **SJCC:**   |
| **MATERIALS FEE JUSTIFICATION: (to be completed by proposer and/or division dean)** |
| 46. **EVC** Will this course routinely require a materials fee? [ ] Yes [x] No If yes, complete the materials fee justification form—click on link below : |
| 46. **SJCC** Will this course routinely require a materials fee? [ ] Yes [ ] No If yes, complete the materials fee justification form—click on link below: |

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| \\[Materials Fee Justification Form](file:///%5C%5CDo_data_whse%5CR%26P%5CCurriculum%5CMaterial%20Fee%20Justifications%5C_Materials%20Fees%20Justification%20Form.doc)  |

 [47.] Course Prerequisite/Corequisite Within the Same or Related Discipline Validation Form:

If you completed items 14 or 15, you will need to fill out this page.

1. Course & Number       Prerequisite Course & Number
2. Course & Number       Corequisite Course & Number
3. Fill out a separate form for each prerequisite. **OR**
4. Cite three CSU and/or UC courses, prerequisites, and catalog year.

 Any combination of "at least three of the campuses of the UC or CSU ...reflect in their catalogs that they offer the equivalent courses with the equivalent prerequisite(s) or corequisite(s)." Justification:

 Institution Course(s) Prerequisite(s) Catalog Year

* You will need to demonstrate that the prerequisite will assure that "a student has the skills, concepts

 and/or information that is presupposed in terms of the course for which it is being established, such that a student who has Not met the prerequisite is highly unlikely to receive a satisfactory grade in the course, for which the prerequisite is being established; or the corequisite course will assure, that a student acquires the necessary skills, concepts, and/or information, such that a student who has Not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established...."

| **Column 1****Prerequisite/Corequisite****List the major concepts, skills, or kinds of knowledge that a student will learn in the prerequisite or corequisite course that are essential to the successful completion of this course.** | **Column 2****Current Course**State why each of the listed items is essential in relationship to content listed in the course outline. |
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| . |       |
|       (next page) |       (next page) |
|       (next page) |       (next page) |

[48.] Audition or Tryout

1. If there is an audition or tryout or related requirement for this course, fill out this form.
2. Course & Number       Requirement =

 Check that the following statement is true:

 [ ]  YES For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement. List the substitute courses(s) here:

[49.] Required Course Prerequisite/Corequisite **Outside** the Same or Related Discipline Validation

• Course & Number       Prerequisite Course & Number

• Course & Number       Corequisite Course & Number

• You will need to demonstrate that the prerequisite will assure that ..."a student has the skills, concepts and/or

 information that is presupposed in terms of the course for which it is being established, such that a student who has

 not met the prerequisite is highly unlikely to receive a satisfactory grade in the course...for which the prerequisite is being established; or the corequisite course will assure...that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established...."

• To demonstrate this, list in Column 1 major concepts, skills, or kinds of knowledge that a student will learn in the

 prerequisite or corequisite course that are essential to the successful completion of this course. In Column 2, state

 why each of the listed items is essential in relationship to content listed in the course outline.

• In addition, you will need to demonstrate within two years that there is statistical evidence that the prerequisite is

 necessary for success in the course. See your local researcher for how to do this.

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| **Column 1:** **Concepts, Skills, Kinds of****Knowledge** | **Column 2:****Why the item in Column 1 is****essential for the successful completion****of this course.** |
|      Outline your research plan here:      |       |

**SAN JOSE /EVERGREEN COMMUNITY COLLEGE DISTRICT**

**COMMENT SHEET**

**(For Curriculum Staff Use Only)**

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| **DATE** | **ITEM****NUMBER** | **NAME (Curriculum Staff)** | **COMMENT** | **SJCC** | **EVC** |
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