Memorandum

December 11, 2013

To: Kathleen French, Curriculum Committee Chair

From: Janine Oshiro, Language Arts
      Lance Uyeda, Language Arts

RE: Courses affected by the new remedial/developmental English sequence

Language Arts recently changed the remedial and developmental sequence to eliminate exit points and integrate reading and writing. These courses will be effective Fall 2014.

English 21, a course that has been used by other departments as a prerequisite, has been eliminated. English 23 is a new course that combines English 21 and English 22. Prerequisites in courses around the campus must be updated to reflect this change.

The courses affected by the changes are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Current Prerequisite or Recommended Preparation</th>
<th>New Prerequisite or Recommended Preparation for Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 120 Principles of Business</td>
<td>Recommended preparation: Credit for ENG 21 and ENG 22 or higher.</td>
<td>Recommended preparation: Credit for ENG 21 and ENG 22, or ENG 23 or higher.</td>
</tr>
<tr>
<td>BUSN 121 Introduction to Word Processing</td>
<td>Recommended preparation: Credit for ENG 21 or higher.</td>
<td>Recommended preparation: Credit for ENG 21 or ENG 23 or higher.</td>
</tr>
<tr>
<td>BUSN 166 Professional Employment Preparation</td>
<td>Recommended preparation: Credit for ENG 22 or higher, keyboarding skills, and knowledge of word processing.</td>
<td>Recommended preparation: Credit for ENG 22 or ENG 23 or higher, keyboarding skills, and knowledge of word processing.</td>
</tr>
<tr>
<td>BUSN 188 Business Calculations</td>
<td>Placement into MATH 22 or higher and credit for or enrollment in ENG 21 or higher or equivalent.</td>
<td>Placement into MATH 22 or higher and credit for or enrollment in ENG 21 or ENG 23 or higher or equivalent.</td>
</tr>
<tr>
<td>CHEM 151 Elementary Survey of Chemistry</td>
<td>Credit for MATH 24 or higher and grade of “C” or better in ENG 21 or placement in ENG 22 or higher.</td>
<td>Credit for MATH 24 or higher and grade of “C” or better in ENG 21 or ENG 23 or placement in ENG 22 or higher.</td>
</tr>
<tr>
<td>ENG 100 Composition I</td>
<td>Grade of “C” or better in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.</td>
<td>Grade of “C” or better in ENG 22 or ENG 23 or placement into ENG 100 or approval of designated Language Arts representative.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Prerequisite</td>
<td>Course Code</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>Placement into ENG 100 or 102, or credit for ENG 22, or consent of instructor.</td>
<td>ENG 102</td>
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<tr>
<td>HLTH 125</td>
<td>Grade of “C” or better in ENG 21 or placement into ENG 22 or higher.</td>
<td>HLTH 125</td>
</tr>
<tr>
<td>ICS 100</td>
<td>ENG 22 and MATH 22 or higher.</td>
<td>ICS 100</td>
</tr>
<tr>
<td>IS 105C</td>
<td>Credit for ENG 22 or higher, keyboarding skills, and knowledge of word processing.</td>
<td>IS 105C</td>
</tr>
<tr>
<td>LSK 110</td>
<td>Placement in ENG 21 or higher or consent of instructor.</td>
<td>LSK 110</td>
</tr>
<tr>
<td>LING 102</td>
<td>Credit for ENG 22 or higher or consent of instructor.</td>
<td>LING 102</td>
</tr>
<tr>
<td>MATH 111</td>
<td>Prerequisite: Grade of “C” or better in MATH 25 or MATH 29 or equivalent, satisfactory placement test score, and grade of “C” or better in ENG 22 or placement in ENG 100.</td>
<td>MATH 111</td>
</tr>
<tr>
<td>OCN 101</td>
<td>Recommended Preparation: Grade of “C” or better in ENG 21 or higher, and MATH 24</td>
<td>OCN 101</td>
</tr>
<tr>
<td>SP 151</td>
<td>Placement in ENG 21 or higher.</td>
<td>SP 151</td>
</tr>
<tr>
<td>SP 181</td>
<td>Placement in ENG 21 or higher.</td>
<td>SP 181</td>
</tr>
<tr>
<td>SW 200</td>
<td>ENG 22 or Placement in ENG 100</td>
<td>SW 200</td>
</tr>
</tbody>
</table>

To simplify the process, we request that this memo serve as a general request to update the prerequisites. The necessary actions are as follows:

- Kevin Morimatsu will create local change requests for each of the courses and mark them as accepted. Departments do not need to propose individual course modifications for this change.
- Kevin Morimatsu will make changes in Banner to reflect the new sequence.
• The catalog will be updated to reflect the new sequence and prerequisite changes for affected courses.
• Individual instructors will update syllabi to reflect the new sequence and prerequisite changes for affected courses.

RECOMMENDED ACTION

To accept the general changes in prerequisites to the college courses to reflect the curriculum changes in English.

Kathleen French, Curriculum Committee Chair

Liko Hoe, Faculty Senate Presiding Chair

Ellen Ishida-Babineau, Dean of Division 1

Brian Richardson, Dean of Division II

Ardis Eschelberg, Vice Chancellor of Academic Affairs

Doug Dykstra, Chancellor