



Continuing Education Division

Donna Burns, Dean
Interoffice Memorandum

To: Curriculum Liaison, Instruction Office
From: Donna Burns
Date: February 28, 2011
Subject: Course Amendment Cover Sheet

1. Amended Course

<u>Course ID</u>	<u>Course Title</u>
VOC IHSS	In-Home Support Services

**Note: One sheet may be used for multiple courses leading to one certificate.*

2. Rationale for Course Proposal or Amendment:

- Aligns with dual-listed, credit occupational course
- Modification resulting from scheduled review process
- Other: _____

3. Program Status:

- Yes No This course is now or will be part of a noncredit CDCP.
- If Yes, will the changes to the course affect how the course appears in the certificate and/or degree? Yes No
 - If yes, a Certificate/Degree Program form must be submitted to the Curriculum Specialist.

4. List the names and contact information of faculty who developed or reviewed this course or group of courses:

Course ID	Faculty Name	Discipline	Email
VOC IHSS	Zorha Wolters	ABE	zwolters@mtsac.edu

5. Signatures:

<u>Madelyn Arballo</u> Name	 Signature	<u>Director, Adult Basic Education</u> Title	 Date
<u>Donna Burns</u> Name	 Signature	<u>Dean, Continuing Ed</u> Title	 Date

New Course Proposal / Course Amendment

Proposal: Course Modifications

Author(s): Older Adult Program Faculty
Program/Division Approval: Dean, Program Supervisor

This proposal requests the MODIFICATION of the courses listed on the previous page.

Change(s):

- Course Title
- Effective Term
- Catalog Description
- Class Schedule Description
- Lecture Topical Outline
- Lab Topical Outline
- Methods of Evaluation
 - Category #1 – Writing (substantial written assignments)
 - Category #2 – Computational or non-computational Problem Solving Demonstrations
 - Category #3 – Skills Demonstrations
 - Category #4 – Objective Examinations
- Sample Assignments
- Course Description printed in catalog Yes No
- Material Fee

Rationale:

Routing review for Title 5 (Aligns with #2 on prior page. In WebCMS, the same check box fields both pages).

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