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

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC IHSS</td>
<td>In-Home Support Services</td>
</tr>
</tbody>
</table>

*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
- [x] Modification resulting from scheduled review process
- [ ] Other:

3. Program Status:

- [ ] Yes  - [x] 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:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Faculty Name</th>
<th>Discipline</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC IHSS</td>
<td>Zorha W0lters</td>
<td>ABE</td>
<td><a href="mailto:zwolters@mtsac.edu">zwolters@mtsac.edu</a></td>
</tr>
</tbody>
</table>

5. Signatures:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madelyn Arballo</td>
<td></td>
<td>Director, Adult Basic Education</td>
<td></td>
</tr>
<tr>
<td>Donna Burns</td>
<td></td>
<td>Dean, Continuing Ed</td>
<td></td>
</tr>
</tbody>
</table>
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 ).