



Lassen Community College
Curriculum and Academic Standards

Minutes of Meeting
October 4, 2011
2:45 P.M.
Child Development Building
Room 119

The meeting was called to Order at 2:51 PM by Chair Susan G. Mouck

Members Present

Ms. Angela Alfaro, ASB Representative
Ms. Cheryl Aschenbach, Vice-Chair
Ms. Colleen Baker
Dr. Kayleigh Carabajal, Dean of Academic Services
Ms. Noelle Eckley
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Ms. K.C. Mesloh
Ms. Susan G. Mouck, Chair
Ms Alison Somerville, Articulation Officer
Mr. Garrett Taylor

Members Absent

Mr. Phil Horner
Mr. Kory Konkol

Guests/Visitors

Carie Camacho
SandyBeckwith

1. **Gardiner/ Eckley MSCU: To Approve the Agenda as presented**
2. **Eckley/Gardiner MSC Baker, Mesloh and Somerville abstained: To Approve the Minutes of September 20, 2011 without revision**
Information Only: Minutes of August 30, 2011
3. **Action taken by Curriculum Subcommittee**

Chair Mouck asked members if they had any questions to the following subcommittee action. The only question was as to why the change in textbook for Bus 18- Business Management was not included in subcommittee action. The response was an oversight on the part of the chair. K.C. Mesloh expressed concern that actions that impact articulation not take effect until the following fall.

- A. **Art 150 –Art for Older Adults**
Inactivate course no longer needed.
Effective: Fall 2011
- B. **AJ 54 –Weaponless Defense**
Inactivate course no longer needed as part of AJ/CORS program review process.
Effective: Spring 2012
- C. **Engl 9 –Critical Thinking and Composition**
Revision to existing course to update textbook as part of the Arts/Humanities/Social Science Instructional Program Review process
Effective: Spring 2012
- D. **Film 1 –History of Cinema**
Revision to existing course to update textbook as part of the Arts/Humanities/Social Science Instructional Program Review process
Effective: Spring 2012
- E. **Hist 16 –US History**
Revision to existing course to update textbook as part of the Social Science Instructional Program Review process
Effective: Spring 2012

4. **Action**

- A. **Mesloh/Gardiner MSCU: To Approve the Associate in Arts in Child Development for Transfer degree (per SB 1440)**
K.C. Mesloh expressed her concern that some of the courses included in the degree did not have current articulation with four-year universities. Betsy Elam stated that all of the courses articulated with CSU, Chico. Ms Mesloh responded that she had not found the articulation in ASSIST.
- B. **Aschenbach/Mesloh MSCU: To Approve Soc 1 - Introduction to Sociology as a pilot for Spring 2012 expecting periodic updates on the successes and problems encountered during the course of the semester with a subsequent action by the committee at the end of the Spring semester.**
Approval for Hybrid Instructional Delivery (traditional and online) with appropriate revisions to the course description, method of evaluation, and method of instructional delivery.
Effective: Spring 2012

Carie Camacho, the proposal originator, explained that she had done considerable research on hybrid delivery throughout the state and had found no uniform structure. The majority of community colleges advocate course-by-course consideration of hybrid courses. She identified that she had received a great deal of information and would be happy to share the information with the committee. She encouraged the committee to encourage to adoption of a single platform by the institution of the delivery of online and hybrid/online courses. A single platform would allow students to develop technical skills applicable to each course. Individuals at the meeting indicated that a single platform might not be appropriate for all courses. Specifically, mathematics was used as an example. Some platforms do not lend themselves to the use of mathematical symbols. Kayleigh Carabajal advocated for the development of a standardized format by the committee for all hybrid courses citing two benefits: communication with students as to the expectations for hybrid courses such as required computer access would be facilitated by a standardized format as would the scheduling of institutional facilities. Cheryl Aschenbach articulated that the committee should identify standard expectations for hybrid courses as they relate to academic standards such as the expectation for active learning by students.

C. Eckley/Baker MSCU: To Approve revision to the prerequisites for VN 51 – Nursing Fundamentals (AS and CA Vocational Nursing)

Elimination of the prerequisite of HO 54 – Human Structure and Function.
Addition of the prerequisites of Bio 25 and Bio 26 – Human Anatomy and Physiology I & II and HO 3 – Medical Terminology (content review attached)
Effective: Fall 2012

K.C. Mesloh expressed that the change in prerequisites to the Nursing program was occurring too late. She affirmed her support for the change, but indicated that student had not been provided sufficient advanced warning. The college website still indicates that HO-54 – Human Structure and Function is a prerequisite for the program. She identified that she had been told that students would still be able to enter the program in Fall 2012 with HO 54 instead of the revised prerequisites of Bio 25 & 26 – Human Anatomy and Physiology plus HO 3 – Medical Terminology. She indicated concern about the institutional efforts to provide opportunities for students to complete the new prerequisites indicating that Counseling is not yet aware of the courses to be offered in the Spring semester and during Summer so are unable to advised students. Sue Mouck, the instructor, indicated that an accelerated Bio 25 & 26 will be offered in two eight-week sessions during Spring 2012 to help students complete the new prerequisites. Kayleigh Carabajal stated that enhanced tutoring and other assistance will be provided to assist student success in this accelerated delivery of instruction.

D. Aschenbach/Eckley MSCU: To Approve Items D-F and Item H Bus 2 – Introduction to Business

Revision to existing course outline to update course description, course objectives, course content, and textbook as part of the Business Instructional Program Review and

to align with the CID Descriptors for the Associate in Science Degree in Business Administration for Transfer (TMC)
Effective: Spring 2012

E. Bus 10 – Human Resource Management

Revision to existing course outline to update student learning outcomes, textbook and appropriate reading section as part of the Business Instructional Program Review
Effective: Spring 2012

F. Bus 18 – Records Management

Revision to existing course outline to update textbook as part of the Business Instructional Program Review
Effective: Spring 2012

G. Tabled until the next meeting Bus 19 – Office Procedures

Revision to existing course outline to update student learning outcomes as part of the Business Instructional Program Review
Effective: Spring 2012

Concerns about the first three student learning outcomes were expressed. The content of the course did not correlate with the student learning outcomes. Either the content or the student learning outcomes need to be revised for consistency.

H. Bus 27 – Business Communication

Revision to existing course outline to update course description, course objectives, student learning outcomes, and textbook as part of the Business Instructional Program Review and to align with the CID Descriptors for the Associate in Science Degree in Business Administration for Transfer (TMC)
Effective: Spring 2012

5. Discussion

A. Bus 1A – Accounting Principles – Financial

Revision to existing course outline to update course description, course objectives, and course content; increase units from 3 to 4 and hours from 51 to 68 lecture, and add Math 102 to recommended preparation as part of the Business Instructional Program Review and to align with the C-ID Descriptors for the Associate in Science Degree in Business Administration for Transfer (TMC)
Effective: Spring 2012

Noelle Eckley questioned the level of mathematics preparation needed. Garrett Taylor indicated that tables are used in the course for compounding not formulas. He further indicated that the concepts within the course are complex, but the mathematics is not. Sue Mouck identified, that the previous articulation officer had indicated concern about the impact on articulation of identifying basic skills courses as recommended preparation or prerequisites on transferable courses. Garrett Taylor expressed his willingness to revise the recommended preparation to Math 51 – Elementary Algebra.

Kayleigh Carabajal questioned the rationale behind increasing the units from 3 to 4 units for both Bus 1A and Bus 1B. Garrett Taylor indicated that approximately 25% of the material from bus 1B has been moved into Bus 1A and additional topics have been added to Bus 1B. He further indicated that insufficient time was available in the three hours per week to cover the material. His research of other institutions show that the unit value of similar courses range from 3 to 5 units. Additionally, the C-ID courses after which he is patterning the revised course and forming part of the core for the new AA in Business Administration for Transfer are 4 units courses. The courses were moved to the next agenda for action.

B. Bus 1B – Accounting Principles – Managerial

Revision to existing course outline to update course description, prerequisites, student learning outcome, course objectives, and course content; and increase units from 3 to 4 and hours from 51 to 68 lecture as part of the Business Instructional Program Review and to align with the C-ID Descriptors for the Associate in Science Degree in Business Administration for Transfer (TMC)

Effective: Spring 2012

C. AS Office Administrative Assistant and Accounting

Revision to Required Core Course units in Office Administrative Assistant A.S. Degree from 25 to 26 with a respective decrease in Required Electives from 17 to 16 units. Revision to Required Core Course units in Accounting A.S. Degree from 29 to 31 with a respective decrease in Required Electives from 13 to 11 units.

Effective: Fall 2012

6. Future Dates

Curriculum/Academic Standards Meeting Schedule (first and third Tuesdays)

Fall 2011

August 30

September 20

October 4, 18

November 1, 15

December 6

Spring 2012

January 17

February 7, 21

March 6, 20

April 17

May 1, 15

Note: Additional meetings may be scheduled as needed.

7. Information

Reminder: The following instructional programs are due. Curriculum Review (course outlines) should be done early in the process.

Instructional Program Reviews Due

Administration of Justice (2012)

Agriculture (2012)

Automotive Technology Program (2009/2012)

Business (2012)

Child Development (2012)
Fine Arts/Humanities (2012)
Gunsmithing Program (2011)
Human Services Program (2009/2012)
Journalism Program (2011)
Social Science Program (2011)
Vocational Nursing Program (2011)

8. **Any Person Having Business Not on the Agenda**

Cheryl Aschenbach provided a brief report on the Regional Curriculum Workshop that she attended last month. Discussion included the Taskforce recommendations for Student Success, new Title V Regulations on Repetition of courses and Repeatability. The Title V Regulations limited the number of unsuccessful attempts (W's or F's) a student can have for a single course to three. After three unsuccessful attempts a student can no longer enroll in that course. Ms. Aschenbach indicated that many other institutions are experiencing the same problems with repeatability that we dealt with several years ago. Discussions included suggestions such as levels (Beginning, Intermediate, Advanced, etc) or clusters (grouping all basketball courses into a cluster). She indicated that it was good to be ahead of the other colleges concerning this issue.

Noelle Eckley indicated that she has several good student athletes who are missing a number of classes due to competitions. She asked about the title V Regulations limiting the number of absences to less than 20%. Both Cheryl Aschenbach and Garrett Taylor indicated that they had searched for the regulation without success. Ms. Aschenbach stated that it appears to have been deleted from the regulations. The recommendation was to provide athletes the opportunity to make up work that has been missed.

9. **Adjournment**

Elam: Meeting Adjourned 13:55 PM.

10. **Future Agenda**