



Meeting Minutes
August 21, 2012 - Tuesday
2:45 PM
Child Development Building
Room 119

Meeting was called to Order at 2:51 PM by Chair Sue Mouck

Members Present

Ms. Angela Alfaro, ASB Representative
Ms. Cheryl Aschenbach, Vice Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Kory Konkol
Ms. K.C. Mesloh
Ms. Susan G. Mouck, Chair
Ms. Alison Somerville, Articulation Officer
Mr. Patrick Walton, Associate Dean of Student Services

Members Absent

Mr. Phil Horner
Ms. Toni Poulsen
Mr. Robert Schofield
Mr. Garrett Taylor

Guests/Visitors

Dave Trussell

1. **Gardiner/Mesloh MSCU: To approve the agenda.**
2. **Gardiner/Mesloh MSC to approve the minutes of May 22, 2012.**
3. **Actions taken by Curriculum Subcommittee and approved with no objections**
 - A. **AGR-1 – Farm Accounting** (page 5)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
 - B. **AGR-2 – Agriculture Economics and Business** (page 6)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012

- C. **AGR-3 – Introduction to Agriculture Business** (page 7)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- D. **AGR-8 – Introduction to Animal Production** (page 8)
Proposal to Updated textbook: The Science of Animal Agriculture, ISBN: 1-4018-7099-6, 2007.
Effective: Fall 2012
- E. **AGR-9 – Food Animal Selection** (page 9)
Proposal to Updated textbook: Kendall and Hunt; Livestock and Carcasses: An Integrated Approach to Evaluation, Grading, and Selection; 6th Edition, 2006.
Effective: Fall 2012
- F. **AGR-10 – Animal Science** (page 10)
Proposal to Updated textbook: Animal Science, ISBN: 0-07-366175-9.
Effective: Fall 2012
- G. **AGR-11 – Beef Cattle Production** (page 11)
Proposal to Updated textbook: Robert Taylor/Thomas Field; Beef Production and Management Decisions, ISBN: 0-13-119838-6; 5th ed., 2007.
Effective: Fall 2012
- H. **AGR-13 – Feeds and Feeding** (page 12)
Proposal to Updated textbook: Livestock Feeds and Feeding, ISBN: 0-13-241795-2, 1998.
Effective: Fall 2012
- I. **AGR-14 – Horse Husbandry** (page 13)
Proposal to Updated textbook: Equine Science; ISBN: 9781418032548; 3rd ed., 2008.
Effective: Fall 2012
- J. **AGR-20 – Introduction to Plant Science** (page 14)
Proposal to Updated textbook: Rick Parker; Introduction to Plant Science, ISBN: 9781401841881; 1st ed., 2003.
Effective: Fall 2012
- K. **AGR-23 – Western Riding and Training** (page 15)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- L. **AGR-24 – English Riding and Training** (page 16)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012

- M. **AGR-31 – Introduction to Bovine Embryo Transfer** (page 17)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- N. **AGR-40 – Introduction to Agriculture Mechanics** (page 18)
Proposal to Updated textbook: Ray V. Herren; Agriculture Mechanics, ISBN:
9781435400979; 6th ed., 2010.
Effective: Fall 2012
- O. **AGR-41 – Farm Power** (page 19)
Proposal to Updated textbook: Preventive Maintenance, ISBN: 0-86691-338-
6, 2008.
Effective: Fall 2012
- P. **AGR-50 – Basic Riding** (page 20)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- Q. **AGR-51 – Horsemanship** (page 21)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- R. **AGR-53 – Colt Training** (page 22)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- S. **AGR-57 – Basic Horseshoeing** (page 23)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- T. **AGR-61 – Introduction to Bovine Reproduction** (page 24)
Proposal to Updated textbook: Bovine Reproductions.
Effective: Fall 2012
- U. **AGR-70 – Team Roping-Summer** (page 25)
No changes based on Agriculture Instructional Program Review.
Effective: Fall 2012
- V. **CD-19 – Children’s Nutrition, Health and Safety** (page 26)
Remove textbook: Lynn R. Marotz: Health, Safety, and Nutrition for the
Young Child.
Effective: Fall 2012
- W. **CD-28 – Children’s Nutrition, Health and Safety** (page 27)
Remove textbooks: Infants, Toddlers and Caregivers, 9th ed., 2012, Janet
Gonzalez Mena, ISBN: 978-0-07-802435-1, McGraw Hill
The Caregivers Companion, 9th ed., Janet Gonzalez Mena, McGraw Hill,
ISBN: 13-978-00-77226916

Add textbook: Marion and Marion, Guidance of Young Children, 8th edition, 2010, Prentice Hall, ISBN: 978013703402
Effective: Fall 2012

- X. **CD-52 – Principles and Practices of Effective Parenting** (page 28)
Remove textbooks: Burk, Herron, & Bridge, “Common Sense Parenting”, 3rd ed., Boys Town Press: 2006, 13-978-1-889322-70-4: and Covey, “7 Habits of Highly Effective Families”, Simon & Schuster 1999; 978-0684-86008-4.
Effective: Fall 2012

4. **Action**

- A. **Approval of the Nomination and Election of 2012-2013 Curriculum and Academic Standards Committee Chair.** Cheryl Aschenbach was nominated and elected by Acclamation as Committee Chair.
- B. **Approval of the Nomination and Election of 2012-2013 Curriculum and Academic Standards Committee Vice Chair.** Afison Somerville was nominated and elected by Acclamation as Committee Vice Chair.
- C. **Approval of the Meeting Schedule for the 2012-2013 Curriculum and Academic Standards Committee meetings.** The meetings will be scheduled on the 1st and 3rd Tuesdays of the month beginning at 3:00 PM.
- D. **Gardiner/Mesloh: MS – Mouck moved to Table– to change title of AGR-21B – Intercollegiate Rodeo to “Rodeo Skills”.** Decision tabled until next meeting pending additional information from Brian Wolf.
Effective: Fall 2013
- E. **Gardiner/Mouck: MSCU –To approve to Inactivate AGR-25 – Vegetable Science for Urban Gardeners** due to lack of interest.
Effective: Fall 2012
Approved: 08/21/2012
- F. **Gardiner/Mouck: MSCU –Approval to Inactivate AGR-26 – Ornamental Plant Materials** due to lack of interest.
Effective: Fall 2012
Approved: 08/21/2012
- G. **Gardiner/Mouck: MSCU – Approval to Inactivate AGR-27 – Principles of Landscape Design** due to lack of interest.
Effective: Fall 2012
Approved: 08/21/2012
- H. **Mesloh/Gardiner: MSCU – Approval to Inactivate FS-64 – Training Instructor 1C** because course number already in use at Chancellors’ Office.
Effective: Fall 2012
Approved: 08/21/2012

- I. **Mesloh/Gardiner: MSCU – To approve adding new course FS-62A – Training Instructor 1C** which was developed to meet State Fire Training requirements.
Effective: Fall 2012
Approved: 08/21/2012
- J. **Mesloh/Gardiner: MSCU – To approve to add FS-62A – Training Instructor 1C** to the discipline of Fire Technology.
Effective: Fall 2012
Approved: 08/21/2012
- K. **Mesloh/Gardiner: MSCU – To approve FS-62 – Training Instructor 1B** as Content Review to add FS-62 Instructor Training 1B as a Prerequisite for the FS-62A Instructor 1C class.
Effective: Fall 2012
- L. **Mouck/Gardiner: MSCU – To approve adding new course FS-72A – First Responder-Hazardous Material Refresher** to meet State Fire Training requirements. **Student Learning Outcomes:** Upon completion of this course the student will be able to: demonstrate that he/she can safely respond to and neutralize the danger of a hazardous materials incident.
Effective: Fall 2012
Approved: 08/21/2012
- M. **Mesloh/Elam: MSCU – To approve to include FS-72A – First Responder-Hazardous Material Refresher** to the discipline of Fire Technology.
Effective: Fall 2012
Approved: 08/21/2012
- N. **Mouck/Gardiner: MSCU – Approve Content Review to add FS-72 First Responder-Hazardous Materials as a Prerequisite for FS-72A – First Responder-Hazardous Material Refresher.**
Effective: Fall 2012
Approved: 08/21/2012
- O. **Mesloh/Somerville: MSCU – To approve revision of TOP Code of PE-15 – Introduction to Kinesiology** from 083500 to 127000 as mandated by the Chancellor's Office.
Effective: Fall 2012
Approved: 08/21/2012
- P. **Mesloh/Somerville: MSC – To approve adding to VN-52 – Clinical Lab I**
Add a required tool, Elsevier's SimChart online program. This is a Federal mandate for health care organizations for all medical records to be Electronic Health Records (HRE) by 2014. The training will allow students to practice charting in a realistic setting with immediate feedback on appropriateness.
Effective: Fall 2012
Approved: 08/21/2012

- Q. Mesloh/Somerville: MSC– To approve adding to VN-54 – Clinical Lab II**
Add a required tool, Elsevier’s SimChart online program. This is a Federal mandate for health care organizations for all medical records to be Electronic Health Records (HRE) by 2014. The training will allow students to practice charting in a realistic setting with immediate feedback on appropriateness.
Effective: Fall 2012
Approved: 08/21/2012
- R. Mesloh/Somerville: MSC– To approve adding to VN-56 – Clinical Lab III**
Add a required tool, Elsevier’s SimChart online program. This is a Federal mandate for health care organizations for all medical records to be Electronic Health Records (HRE) by 2014. The training will allow students to practice charting in a realistic setting with immediate feedback on appropriateness.
Effective: Fall 2012
Approved: 08/21/2012
- S. Konkol/Somerville: MSCU – To approve Inactivation of AA University Studies: Emphasis in Art** degree being replaced by AA-T in Studio Art and AA-T in Art History.
Effective: Fall 2013
Approved: 08/21/2012
- T. Konkol/Somerville: MSCU – To approve Inactivation of AA University Studies: Emphasis in Business Administration** degree being replaced by AA-T in Business Administration.
Effective: Fall 2013
Approved: 08/21/2012
- U. Konkol/Somerville: MSCU – To approve Inactivation of AA University Studies: Emphasis in Child Development** degree being replaced by AA-T in Child Development.
Effective: Fall 2013
Approved: 08/21/2012
- V. Mesloh/Elam: MS – Tabled – Certificate of Accomplishment: Agriculture Business** Reactivate Certificate. Tabled until next meeting awaiting Student Learning Outcomes.
Effective: Fall 2012

5. Discussion

- A. Konkol/Somerville: MSCU – Proposal to add Entrepreneurship Certificate of Accomplishment in Digital Graphic Design** Discussion was to name the Certificate the Digital Graphic Design Entrepreneurship Certificate of Accomplishment. Will need Student Learning Outcomes submitted prior to the next meeting to approve.
Effective: Fall 2012

- B. **Stand Alone Certification Training for Committee** is required by the Chancellor's Office for Lassen College to approve Stand Alone courses. Cheryl will schedule the required training for those who need it.

6. **Future Dates**

Curriculum/Academic Standards Meeting Schedule (1st and 3rd Tuesdays at 3:00 pm)

Fall 2012

August 21
September 18
October 2, 16
November 6, 20
December 4

Spring 2013

January 15
February 5, 19
March 5, 19
April 2, 16
May 7

Note: Additional meetings may be scheduled as needed.

7. **Information**

- A. **2011-2012 Curriculum and Academic Standards Committee Action Log** provided as a handout

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

Instructional Program Reviews Due

Social Science - May 2011
Gunsmithing – May 2011
Journalism – May 2011
Art/Humanities – May 2012
Agriculture – May 2012
Business – May 2012
Human Services – May 2012
Basic Skills – May 2013
Development Studies – May 2013
Automotive Technology – 2013
Fire Technology – May 2013
Gunsmithing – May 2013
Journalism – May 2013
Vocational Nursing – May 2013
Welding Technology – May 2013

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

- A. **Curriculum Inventory Training from the Inventory 2 System** – we are setting up the webinar in the TECC on Wednesday, September 5, 2012, 9:00-10:00 AM, for anyone who would like to learn about the new system.
- B. **Effective Dates of Action Items** – Ms. Mesloh indicated a concern about the “Effective Dates” that were placed on the Action Items in the Minutes and the Action Logs. Her

concern is that we are not scheduling these dates to reflect Catalog years and they need to be for transfer purposes.

9. **Adjournment – Gardiner moved to adjourn at 3:37 PM**

10. **Future Agenda**

Approved