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Meeting Minutes  
December 4, 2012 - Tuesday  
3:00 PM  
Child Development Building  
Room 119

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**Meeting was called to Order at 3:05 PM by Chair Cheryl Aschenbach**

**Members Present**

Ms. Cheryl Aschenbach, Chair  
Ms. Elizabeth Elam  
Mr. Chad Lewis  
Ms. K.C. Mesloh, Transfer Center Assistant  
Ms. Susan G. Mouck, VP Academic Services  
Ms. Toni Poulsen  
Ms. Alison Somerville, Articulation Officer, Vice Chair

**Members Absent**

ASB Representative  
Ms. Lisa Gardiner  
Mr. Phil Horner  
Mr. Kory Konkol  
Mr. Garrett Taylor

**Guests/Visitors**

Mr. Eric Neuenfeldt  
Mr. Dave Trussell  
Mr. Jake Williams

1. **Poulsen/Mesloh MSCU: To approve the agenda with revisions.**  
Delete Item "I" – DS-153  
Add Item "HH" – Reactivation of ENGL-22
2. **Elam/Somerville MSCU: To approve the minutes of November 6, 2012.**  
Information Only: October 16, 2012 Approved Minutes
3. **Subcommittee Actions**
  - A. **CD-17 Children's Literature**  
Remove textbooks that are not used. "Picture Book Storytelling", Harcourt Brace, 1994; and "Growing UP with Literature", Sawyer, Walter E., Thomson/Delmar Learning 2004, 5th  
Effective: Spring 2013  
Approved: 12/04/2012

- B. ANTH-2 – Cultural Anthropology**  
Revise textbooks to: Peoples, James; Bailey, Garrick: Humanity: An Introduction to Cultural Anthropology, Cengage, 2010; ISBN 9781111301521; and Spradley, James, Conformity and Conflict, Pearson, 14<sup>th</sup> edition, 2011; ISBN: 020534100.  
Effective: Spring 2013  
Approved: 12/04/2012
- C. READ-51 – Effective Reading and Study Skills**  
Revise textbooks to: Smith, Breaking Through College Reading, Pearson, 2013  
ISBN: 9780205193240.  
Effective: Spring 2013  
Approved: 12/04/2012
- 4. Action**
- D. Mesloh/Poulsen MSCU: Approve revision to AGR-21B Intercollegiate Rodeo**  
to meet guidelines that allows for only 4 attempts of courses that fall within a family of progressive courses.  
Effective: Fall 2013  
Approved: 12/04/2012
- E. Mesloh/Elam MSCU: Approve new course AGR-22 Rodeo Skills** This will allow alignment with the other athletic teams on campus.  
Effective: Fall 2013  
Approved: 12/04/2012
- F. Poulsen/Mesloh MS, Mouck/Tabled: Approve renumbering and renaming of AT-20 Basic Auto to AT-50 Car Care Basics** as well as offer course with Hybrid delivery. *Tabled pending identification of number of hours for both Hybrid and classroom. Language will be presented at next Curriculum Meeting.*  
Effective: Spring 2013
- G. Mesloh/Somerville MSCU: Approve revision to BIOL-32 General Life Science**  
Course Description, Methods of Evaluation and Methods of Delivery for On-Line Delivery.  
Effective: Spring 2013  
Approved: 12/04/2012
- H. Poulsen/Lewis MSCU: Approve revisions to CARS-151 Career Life Skills**  
Course Description, Methods of Evaluation and Method of Delivery to include approval for Live-Interactive Delivery. Also, change to Representative Text and assigned readings to “no required textbook”.  
Effective: Spring 2013  
Approved: 12/04/12
- I. Item removed from agenda.**

- J. Mesloh/Poulsen MSCU: Approve new course ENGL-3 British Literature I** for inclusion in new AA in English for Transfer Degree.  
Effective: Fall 2013  
Approved: 12/04/2012
- K. Mouck/Mesloh MSCU: Approve Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-3 British Literature I.**  
Effective: Fall 2013  
Approved: 12/04/2012
- L. Poulsen/Elam MSCU: Approve assignment of ENGL-3 British Literature I to the Discipline of English.**  
Effective: Fall 2013  
Approved: 12/04/12
- M. Mouck/Lewis MSCU: Approve new course ENGL-4 British Literature II** for inclusion in new AA in English for Transfer Degree.  
Effective: Fall 2013  
Approved: 12/04/2012
- N. Poulsen/Somerville MSCU: Approve Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-4 British Literature II.**  
Effective: Fall 2013  
Approved: 12/04/2012
- O. Poulsen/Mesloh MSCU: Approve assignment of ENGL-4 British Literature II to the Discipline of English.**  
Effective: Fall 2013  
Approved: 12/04/2012
- P. Mouck/Poulsen MSCU: Approve revisions to ENGL-12 Survey of American Literature II** Course Description, Course Objectives, Course Content, Assignments, Method of Evaluation, and Representative Texts to meet C-ID guidelines.  
Effective: Fall 2013  
Approved: 12/04/2012
- Q. Poulsen/Elam MSCU: Approve new course ENGL-33 Studies in Fiction** for inclusion in new AA in English for Transfer Degree.  
Effective: Fall 2013  
Approved: 12/04/2012
- R. Mesloh/Somerville MSCU: To approve Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-33 Studies in Fiction.**  
Effective: Fall 2013  
Approved: 12/04/2012
- S. Mesloh/Somerville MSCU: Approve assignment of ENGL-33 Studies in Fiction to the Discipline of English.**  
Effective: Fall 2013  
Approved: 12/04/2012

- T. Poulsen/Mesloh MSCU: Approve reactivation of FS-20 First Aid/CPR for the Public Safety Employee.** Revised Student Learning Outcomes. Change to 8 hours of lecture; change units to 0.5; and add: “A \$10.00 Certification fees applies”; and “Repeatable as needed for recertification” to the Catalog Description.  
Effective: Spring 2013  
Approved: 12/04/2012
- U. Lewis/Poulsen MSCU: Approve revisions to FS-61 Basic Firefighter Training.** Revision to Catalog Description to read: *“This course provides basic training in wildland fire suppression and covers wildland fire behavior, skills of wildland fire suppression, practice with common fireline hand tools, and working safely in wildland fire environments. The course meets U.S. Forest Service and Bureau of Land Management requirements for Firefighter Type 2: S-110, I-100, L-180, S-130, S-133, S-134, and S-190. Revise SLO’s to be: Demonstrate understanding of the Incident Command System, wildland fire behavior, basic firefighting skills, human performance skills, situation awareness, communication, and risk management.”* Revise hours and units: from 24 hrs. Lecture/8 hrs. Lab for 2.0 Units to 32 hrs. Lecture/8 hrs. Lab for 2.0 Units.  
Effective: Fall 2013  
Approved: 12/04/2012
- V. Poulsen/Lewis MSCU: Approve Content Review for FS-61 Basic Firefighter Training (Basic 32), OR FS-60 Wildland Firefighter (CDF Basic 67), as Prerequisites for FS-76 Firefighter Type 1 Squad Boss (S-131).**  
Effective: Fall 2013  
Approved: 12/04/2012
- W. Mesloh/Poulsen MSCU: Approve FS-79A Ground Support Unit Leader (S-355)** as a new course to better align with the national core training needs.  
Effective: Spring 2013
- X. Mesloh/Lewis MSCU: Approve assignment of FS-79A Ground Support Unit Leaders (S-355) to the Discipline of Fire Technology.**  
Effective: Spring 2013  
Approved: 12/04/2012
- Y. Mesloh/Elam MSCU: Approve FS-79A Ground Support Unit Leader (S-355) as a required elective for an Associate in Science in Fire Technology and Certificate of Achievement in Fire Technology.**  
Effective: Fall 2013  
Approved: 12/04/2012
- Z. Lewis/Mesloh MSCU: Approve new course FS-89 Wildland Fire Chainsaws (S-212).** Course was originally FS-98.15 Wildland Fire Chainsaws (S212), and is being changed to FS-89 Wildland Fire Chainsaws (S212).  
Effective: Fall 2013  
Approved: 12/04/2012

- AA. Poulsen/Lewis MSCU: Approve Content Review for FS-61 Basic Firefighter Training (Basic 32) as a Prerequisite for FS-89 Wildland Fire Chainsaws (S-212).**  
Effective: Spring 2013  
Approved: 12/04/2012
- BB. Mesloh/Elam MSCU: Approve assignment of FS-89 Wildland Fire Chainsaws (S-212) to the Discipline of Fire Technology.**  
Effective: Spring 2013  
Approved: 12/04/2012
- CC. Elam/Mesloh MSCU: Approve FS-89 Wildland Fire Chainsaws (S-212) as a required elective for the Associate in Science in Fire Technology and Certificate of Achievement in Fire Technology.**  
Effective: Spring 2013  
Approved: 12/04/2012
- DD. Mouck/Poulsen MSCU: Approve revision to HO-80A Geriatric Nursing Assistant Eliminate the sentence in the Course Description, *“Completion of course using simulation on the Susanville campus DOES NOT qualify student to take NATTP (Certification test), but does meet requirement for admission to LCC Vocational Nursing Program.”* Also Revision to Description from *“...Modoc Medical Center with a grade of “C” (70%) or higher DOES qualify the student to take NATTP”*; to *“... Modoc Medical Center with a grade of “C” (75%) or higher qualifies the student to take NATTP.”* Program is now accredited by the California Department of Health Services and this falls in line with the grading standard with VN and Health Occupations requirements.  
Effective: Spring 2013  
Approved: 12/04/2012**
- EE. Mouck/Mesloh MSCU: Approve revisions to SPCH-1 Introduction to Public Speaking and approval of Hybrid Delivery.**  
Effective: Fall 2013  
Approved: 12/04/2012
- FF. Mesloh/Somerville MSCU: Approve Content Review for adding ENGL-1 College Composition as a Prerequisite for SPCH-1 Introduction to Public Speaking.**  
Effective: Spring 2013  
Approved: 12/04/2012
- GG. Poulsen/Somerville MSCU: Approve Associate in Arts in English for Transfer Degree.** Action includes approval of English Student Learning Outcomes.  
Effective: Fall 2013  
Approved: 12/04/2012
- HH. Mesloh/Mouck MSCU: Approve reactivation of ENGL-22 Creative Writing with changes to Student Learning Outcomes, Course Content, Assignments, and Texts.**

Effective: Spring 2013  
Approved: 12/04/2012

5. **Discussion**

A. **FS-56 - Helicopter Crewmember (S-271)**

Proposal for new course

B. **FS-90 – Portable Pumps and Water Use (S-211)**

Proposal for new course

C. **A.A University Studies Degrees**

The discussion was based on possibly removing the University Studies degrees from the Catalog and then after a period of time from the Chancellor's site. The University Studies for CSU and IGETC are no longer being offered and could be removed quickly.

6. **Future Dates**

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

*Note: Additional meetings may be scheduled as needed.*

**Spring 2013**

January 15

February 5, 19

March 5, 19

April 2, 16

May 7

7. **Information**

A. **C-ID Information** – Ms. Somerville shared information on C-ID (Course Identifier) numbers. LCC currently has:

68 – Total Submissions

17 – Are Approved

39 – Have been submitted and being reviewed

8 – Identified as Conditional

4 – Not Approved

**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 2011/2013

Journalism – May 2011/2013

Agriculture – May 2012

Business – May 2012

Basic Skills – May 2013

Development Studies – May 2013

Fire Technology – May 2013  
Vocational Nursing – May 2013  
Welding Technology – May 2013

8. **Any Person Having Business Not on the Agenda**
9. **Adjournment – Somerville moved to adjourn at 4:08 PM**
10. **Future Agenda**  
CSU Submissions – to be ratified  
AT-50  
Action – C-ID and where they should be inserted into the Course Outline and the Catalog.

Approved