



February 19, 2013 - Tuesday
3:00 PM
Child Development Building
Room 119

Meeting Called to Order at 3:00 pm

Present:

Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Phil Horner
Mr. Kory Konkol
Mr. Chad Lewis
Ms. K.C. Mesloh, Transfer Center Assistant
Ms. Susan G. Mouck, VP of Academic Services
Ms. Toni Poulsen
Ms. Debbie Shockley, Instructional Services Technician
Mr. Garrett Taylor

Absent:

ASB Representative
Ms. Alison Somerville, Articulation Officer, Vice Chair

Guest:

Dave Trussell

1. **Agenda Approved (Gardiner/Konkol) MSCU**
2. **Approved Minutes from January 15, 2013 (Gardiner/Mesloh) MSCU**
Information Only: December 4, 2012 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **ART-16 Digital Layout**
Approved revision offering schedule to Spring.
Effective: Fall 2013
Approved: 02/19/2013
 - B. **ART-19D Portfolio Digital Photography**
Approved revision of textbook.
Effective: Fall 2013
Approved: 02/19/2013
 - C. **ART-23 Printmaking**
Approved revision of offering schedule from Spring to Fall.
Effective: Fall 2013

Approved: 02/19/2013

D. ART-28 Web Design

Approved revision of textbook.

Effective: Fall 2013

Approved: 02/19/2013

E. ART-52 Marketing Yourself as an Artist/Designer

Approved revision of textbook.

Effective: Fall 2013

Approved: 02/19/2013

Mr. Horner expressed concern with the use of “qualification” in lieu of “certification” being used for the Welding courses. He indicated that on the American Welding Society (AWS) website they seemed to be using the words interchangeably. He wanted to make sure that we were not doing the same. He also questioned whether we are an authorized AWS Certification site and the answer is we are working on becoming one.

Ms. Mesloh and Mr. Horner also expressed concerns over the use of “unlimited repeatability” and wondered if this is a problem with the Chancellors’ office. The answer is that it is a guideline allowed because of the need for currently established by an outside agency, so it is acceptable to have the stated repeatability.

F. IT-72 – Facilities Maintenance-Welding

Approved changing all language from “certification” to “qualification”, to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

G. WT-38 – Welding Theory & Practice-Gas Metal Arc Welding

Approved changing all language from “certification” to “qualification”, to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

H. WT-39 – Welding Theory & Practice-Gas Tungsten Arc Welding

Approved changing all language from “certification” to “qualification”, to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

I. WT-40 – Oxyacetylene Welding

Course reviewed during IPR with no change recommended.

Effective: Fall 2013

Approved: 02/19/2013

J. WT-42 – Intermediate Shielded Metal Arc Welding

Approved changing all language from “certification” to “qualification”, to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

K. WT-43 – Advanced Shielded Metal Arc Welding

Approved changing all language from “certification” to “qualification”, to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

L. WT-44 –Gas Metal Arc Welding

Approved changing all language from “certification” to “qualification,” to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

M. WT-45 –Gas Tungsten Arc Welding

Approved changing all language from “certification” to “qualification”, to more accurately depicts what the Welding Technology Program offers.

Effective: Fall 2013

Approved: 02/19/2013

4. Action

A. ANTH-1 Physical Anthropology

Approved revision of Title, Course Description, Course Objectives, Course Content and textbook for consistency with C-ID language. (Mesloh/Gardiner: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

B. ART-1A Two-Dimensional Design

Approved revision of SLO #3 to read: Demonstrate basic knowledge of 2-dimensional design principles (past and present) used in ~~European and Asian~~ cultural societies globally. (Mesloh/Gardiner: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

C. ART-12 Gallery Operations and Exhibition Design

Approved revision of Catalog Description, offering schedule and textbook. (Mesloh/Gardiner: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

D. ART-19A Beginning Digital Photography

Approved revision of Catalog Description removing reference to “film”, and revision of textbook. (Mesloh/Gardiner: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

E. ART-19B Intermediate Digital Photography

Approved revision of Catalog Description removing reference to “film”; revision to Course Objectives and textbook. (Mesloh/Gardiner: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

F. ART-19C Advanced Digital Photography

Approved revision of Catalog Description removing reference to “film”, and textbook. (Mesloh/Gardiner: MSCU)

Effective: Fall 2013
Approved: 02/19/2013

G. ART-25 Computer Graphics

Approved revision of Catalog Description. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

H. ART-51 Lettering Design/Typography

Approved addition of SLO #3: Exhibit knowledge of the anatomy, measurements, and formatting of letterforms. Also approve Catalog Description revision and offering schedule from Spring to Fall. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

I. ART-60A Production Graphics

Approved change of Catalog Description revision and textbook. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

J. ART-60B Advanced Production Graphics

Approved change of Catalog Description revision and textbook. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

K. ART-64 Digital Illustration

Approved change hours to 25.5 hours Lecture/76.5 hours Lab from 34 Hours Lecture/51 Hours Lab. Also change offering schedule from Spring to Fall. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

L. ART-65 Advanced Web Page Design

Approved revision of SLO #3 to: Explore and effectively design pages for mobile devices and social media sites. Also approve revision of textbook. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

M. AT-54 - Automotive Brakes

Approved renumbering from AT-28, add content to the course and increase from 2 units to 3 units. The course number needs to change because the course is not intended to be transferable. Content needs to be added to the course to satisfy NATEF requirements specifically regarding ABS and traction control systems. 1 unit also needs to be added to the course to add needed time for the additional content. (Mesloh/Poulsen: MSCU)
Effective: Fall 2013
Approved: 02/19/2013

N. AT-56 - Steering and Suspension

Approved renumbering from AT-27, add content to course, and add 1 unit to the class. Course needs to be renumbered because it is not intended to be

transferable. Content needs to be added to the course to satisfy NATEF requirements. Added content will specifically be in the areas of 4 wheel steering systems, electronic steering systems, and SRS/Air bag systems. 1 unit needs to be added to the course to cover additional subjects in the course. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

O. AT-58 - Automotive Heating and Air Conditioning

Approved renumbering from AT-32, add content to the course, and add 1 unit to the course. The course needs to be renumbered because the course is not intended to be transferable. Content needs to be added to the course to satisfy NATEF requirements. Specifically, added content will cover automatic climate control and better cover cooling systems and heater systems. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

P. AT-66 - Manual Transmission, Axles and Transfer Case

Approved renumbering from AT-26, content needs to be added, and 1 unit needs to be added to the course. The course needs to be renumbered because it is not intended to be transferable. Content needs to be added to the course to satisfy NATEF requirements. Specifically, content was added to better cover transfer cases and 4 wheel drive systems. Because of the added content, 1 unit needs to be added to the course. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

Q. AT-68 - Automatic Transmissions

Approved renumbering from AT-33 and some content needs to be added. The course number needs to change because the course is not intended to be transferable. The course needs to be renumbered because it is not intended to be transferable. Content needs to be added to satisfy NATEF requirements, specifically adding electronic transmission theory and diagnostic techniques. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

R. AT-70 - General Automotive Lab

Approved renumbering from AT-36. The course number needs to change because the course is not intended to be transferable. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

S. AT-72 - Engine Repair and Machining-Short Blocks

Approved renumbering from AT-21. Content needs to be added to the course with elements from AT-37 Engine Machines and AT-38 Engine Balancing. 1 unit needs to be added as a result of the added content. This course needs to be renumbered because it is not intended to be transferable. Content needs to be added to the course to satisfy NATEF requirements and elements from AT 37 and AT 38 needs to be added. When rebuilding an engine, machine work and balancing are done at the same time and needs to be in one course. Because of the added content, 1 unit needs to be added to the course. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013
Approved: 02/19/2013

- T. AT-74 - Engine Repair and Machining-Cylinder Heads**
Approved renumbering from AT-21. Content needs to be added to this course with elements from AT-37 Automotive Machine and to satisfy NATEF requirements. This course is not intended to be transferable. The hours/units have also been changed for this course. Content needs to be added to this course with elements from AT 37 because when rebuilding cylinder heads, certain machining processes needs to be included that were previously only in AT-37.
(Mesloh/Poulsen: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- U. AT-76 - Automotive Machine**
Approved renumbering from AT-37. This course needs to also change to a lab only course. This course needs to be renumbered because it is not intended to be transferable. It needs to be a lab only course because the lecture component will be covered in AT-72 and AT-74. This course will be offered concurrently with AT-72 and AT-74 to provide more lab time for students to complete required machining processes. (Mesloh/Poulsen: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- V. AT-80 - Basic Electrical**
Approved renumbering from AT-24. Content needs to be added to this course to satisfy NATEF requirements. This course is not intended to be transferable. Content also needs to be added to this course, specifically showing students more diagnostic tools and equipment. (Mesloh/Poulsen: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- W. AT-82 - Engine Performance I**
Approved renumbering from AT-25. Content needs to be added to this course to satisfy NATEF requirements. This course needs to be renumbered because it is not intended to be transferable. Content needs to be added to this course, specifically to cover lab scope and current ramping diagnostic techniques. (Mesloh/Poulsen: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- X. AT-82 - Engine Performance I (not submitted)**
Approved Content Review to require AT-80 Basic Electrical as a prerequisite for AT-82 Engine Performance I. (Mesloh/Poulsen: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- Y. AT-84 - Engine Performance II**
Approved renumbering from AT-23. Content needs to be added to this course to satisfy NATEF requirements. This course needs to be

renumbered because it is not intended to be transferable. Content needs to be added to this course, specifically to cover lab scope and current ramping diagnostic techniques. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

Z. AT-84 - Engine Performance II (not submitted)

Approved Content Review to require AT-82 Engine Performance II as a prerequisite for AT-84 Engine Performance II. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

AA. AT-90 - Automotive Survival

Approved renumbering from AT-98.01. AT-98.01 was a special topics course number. This course should be included in the auto program without being included in a degree or certificate because it is a good recruiting class. Students with no prior automotive experience will benefit from this class and will be a bridge for them if they chose to pursue more education in the automotive program. This class can be taken for an elective for the certificate of achievement engine repair as well. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

BB. AT-90A - Automotive Survival

Approved renumbering from AT-98.02. AT-98.02 was a special topics course number. This course should be included in the auto program without being included in a degree or certificate because it is a good recruiting class. Students with no prior automotive experience will benefit from this class and will be a bridge for them if they chose to pursue more education in the automotive program. This class can be taken for an elective for the certificate of achievement engine repair as well. (Mesloh/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

CC. BUS-2 - Introduction to Business

Approved minor change to Course Content, revision to Assignments, and add Method of Delivery and Instruction to include Online. (Gardiner/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

DD. BUS-27 – Business Communications

Approved revision of Student Learning Outcomes, Course Objectives, Course Content, Assignments add Prerequisite of ENGL-1, and remove Correspondence Method of Delivery and Instruction. (Gardiner/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

EE. BUS-27 – Business Communications

Approved Content Review to require ENGL-1 College Composition as a Prerequisite for BUS-27. (Gardiner/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

- FF. DS-158 - Developmental Studies-Adaptive Arts and Crafts**
Approved addition of a Material Fee of \$30. The students will construct a take home craft project at \$1.50 per project per week, plus additional consumable materials for each project (glue, glue sticks, paints, gems, etc) at a value of \$4.50 per student for the 17 week semester. (Mesloh/Gardiner: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- GG. FS-23 – Ignitions Operations**
Approved the reduction of lecture hours (from 24 to 16) and units (from 1.5 to 1.0), in order to reflect the hours required and taught by the National Wildfire Coordinating Group that oversees certification and to meet how our contracting partner (US Forest Service) and other agencies are presenting the course. (Poulsen/Lewis: MSCU)
Effective: Spring 2013
Approved: 02/19/2013
- HH. Math-1A Analytic Geometry and Calculus I**
Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- II. Math-1B Analytic Geometry and Calculus II**
Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- JJ. Math-1C Analytic Geometry and Calculus III**
Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- KK. Math-7 Trigonometry**
Approved the revision of SLOs, based on course review during the Mathematics IPR, and textbook. (Gardiner/Mesloh: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- LL. Math-8 Advanced Algebra**
Approved the revision of SLOs, based on course review during the Mathematics IPR, and textbook. (Gardiner/Mesloh: MSCU)
Effective: Fall 2013
Approved: 02/19/2013
- MM. Math-11A Concepts of Elementary School Mathematics I**
Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)
Effective: Fall 2013

Approved: 02/19/2013

NN. Math-11B Concepts of Elementary School Mathematics II

Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

OO. Math-40 Elementary Statistics

Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

PP. Math-51 Elementary Algebra

Approved the revision of SLOs, based on course review during the Mathematics and Basic Skills IPR. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

QQ. Math-60 Intermediate Algebra

Approved the revision of SLOs, based on course review during the Mathematics and Basic Skills IPR. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

RR. Math-101 Basic College Mathematics

Approved the revision of SLOs, based on course review during the Mathematics IPR, and textbook. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

SS. Math-102 Basic College Mathematics

Approved the revision of SLOs, based on course review during the Mathematics IPR, and textbook. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

TT. Math-155 Math Lab Basic Skills

Approved the revision of SLOs, based on course review during the Mathematics IPR. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

UU. Math-156 Math Lab-Precollegiate Algebra

Approved the revision of SLOs, based on course review during the Mathematics IPR, and textbook. (Gardiner/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

VV. PSY-5 – Introduction to Research Methods

Approved new course to be included in a Psychology Transfer Degree. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

WW. PSY-5 – Introduction to Research Methods

Approved assignment of PSY-5 Introduction to Research Methods to the Discipline of Psychology. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

XX. PSY-5 – Introduction to Research Methods

Approved Content Review Form to require PSY-1 Introduction to Psychology as a Prerequisite for PSY-5. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

YY. PSY-5 – Introduction to Research Methods

Approved Content Review Form to require MATH-40 Statistics as a Prerequisite for PSY-5. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

ZZ. PSY-6 – Abnormal Psychology

Approved new course to be included in a Psychology Transfer Degree. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

AAA. PSY-6 – Abnormal Psychology

Approved assignment of PSY-6 Abnormal Psychology to the Discipline of Psychology. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

BBB. PSY-6 – Abnormal Psychology

Approved Content Review Form to require ENGL-50 Introduction to College Composition as a Recommended Preparation for PSY-6. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

CCC. PSY-6 – Abnormal Psychology

Approved Content Review Form to require READ-51 Effective Reading and Study Skills as a Recommended Preparation for PSY-6.

Effective: Fall 2013

Approved: 02/19/2013

DDD. PSY-80 – Facing Stress and Pain

Approved revision of number of hours (from 8 to 16) and units (from 0.5 to 1.0). Also delete current text and add text: Davis, Eshelman and McKay, *The Relaxation and Stress Reduction Workbook*, 6th ed., 2008, ISBN-10: 1572245492; ISBN-13: 9781572245495. (Poulsen/Mesloh: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

EEE. SPAN-1 First Course in Spanish

Approved revision of current course description and add: “This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context.” Delete current course objectives course content information and add new objectives and content to meet SB-1440 requirements. (Poulsen/Konkol: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

FFF. WT-31 – GTAW for Gunsmiths

Approved the reactivation of course with revised SLOs and Course Content. (Konkol/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

GGG. WT-32 – Advanced GTAW for Gunsmiths

Approved the reactivation of course with revised SLOs and Course Content. (Konkol/Poulsen: MSCU)

Effective: Fall 2013

Approved: 02/19/2013

5. Discussion

A. AT-60 – Shop Management and Service Writer

New course proposed to be included in the new Automotive Certificate Program to meet NATEF requirements. Course is developed based on recommendations from the Automotive Advisory Board. Move to Action at next meeting.

B. AT-88 – Vintage Vehicle Repair

New course proposed to be included in the new Automotive Certificate Program to meet NATEF requirements. Course is developed based on recommendations from the Automotive Advisory Board. Move to Action at next meeting.

Ms. Mouck mentioned that submitting new Certificates is a lengthy process because they have to go through the North-Far North Consortium for 2 meetings (they meet 2 times a year), prior to being submitted to the Chancellors' Office. Mr. Lewis will review the Certificates of Achievement to determine if the existing Certificates can be revised rather than creating news.

C. Automotive Technology Certificate of Accomplishment

Propose new Certificate of Accomplishment for Electrical.

D. Automotive Technology Certificate of Accomplishment

Propose new Certificate of Accomplishment for General Mechanics.

E. Automotive Technology Certificate of Achievement

Propose new Certificate of Achievement for Advanced Mechanics.

F. Automotive Technology Certificate of Achievement

Propose new Certificate of Achievement for Engine Repair.

G. Automotive Technology Certificate of Achievement

Propose Inactivation of Certificate of Achievement-Tune Up.

6. Future Dates

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

Note: Additional meetings may be scheduled as needed.

Spring 2013

March 5, 19

April 2, 16

May 7

7. Information

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

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

- A.** Ms. Elam relayed that Ms. Somerville had received notification that the Early Childhood Education program C-ID has been completed and approved.
- B.** Ms. Mesloh questioned the need for stating the term the course is offered on the Course Outlines. It was explained that this information is necessary and coincides with the 2-Year program plans.
- C.** Ms. Shockley brought up the possibility of having a shared drive for the committee to look at the agenda and minutes. Ms. Aschenbach and Ms. Mouck felt that it would be more appropriate to have them on the website – which is being upgraded and revised. When that is complete then the committee information will be placed on the website.

9. Adjournment (Mr. Konkol) 3:40 pm

10. Future Agenda