



August 20, 2013 - Tuesday

3:00 PM

TECC - HU102

Meeting Called to Order at 3:00 pm

Present:

Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Chad Lewis
Ms. Susan G. Mouck, VP of Academic Services
Ms. Fran Oberg
Ms. Toni Poulsen
Dr. Tammy Robinson
Ms. Alison Somerville, Articulation Officer, Vice Chair
Ms. Debbie Shockley, Instructional Services Technician
Ms. Stephney Stuart
Dr. Beatriz Vasquez

Absent:

ASB Representative
Mr. Kory Konkol
Ms. K.C. Mesloh, Transfer Center Assistant

1. **Agenda Approved (Gardiner/Poulsen: MSCU)**
2. **Approved Minutes from May 22, 2013 (Gardiner/Elam: MSCU)**
3. **Action taken by Curriculum Subcommittee**
 - A. **AGR-13 – Feeds and Feeding**
Textbook revision required because older revision is not available.
Effective: Fall 2013
 - B. **HUS-24 - Group Facilitator Process – Human Services**
Textbook revision required because older revision is not available.
Effective: Fall 2013
4. **Action**
 - A. **Approve the Nomination and Election of 2013-2014 Curriculum and Academic Standards Committee Chair**
Cheryl Aschenbach was nominated, accepted, and voted unanimously as 2013-2014 Curriculum and Academic Standards Committee Chair.
 - B. **Approve the Nomination and Election of 2013-2014 Curriculum and Academic Standards Committee Vice Chair**
Alison Somerville was nominated, accepted, and voted unanimously as 2013-2014 Curriculum and Academic Standards Committee Vice Chair.

- C. Approve the Meeting Schedule for the 2013-2014 Curriculum and Academic Standards Committee meetings (Poulsen/Lewis: MSCU)**
The committee approved continuing the meeting days to be the first and third Tuesdays of the month. Also approved was the time to be set at 3:00 PM.
- D. AJ-21 – Administration of Justice**
Approved the revision to SLO's for AJ-21 Administration of Justice.
Effective: Fall 2014
- E. AT-50 - Car Care Basics (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology, Certificate of Achievement-Engine Repair, Certificate of Achievement-Advanced Mechanics, Certificate of Accomplishment-General Mechanics, and Certificate of Accomplishment-Electrical.
Effective: Fall 2013
- F. AT-54 - Brakes (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology, Certificate of Achievement-Advanced Mechanics, and Certificate of Accomplishment-General Mechanics.
Effective: Fall 2013
- G. AT-56 - Steering and Suspension (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology, Certificate of Achievement-Advanced Mechanics, and Certificate of Accomplishment-General Mechanics.
Effective: Fall 2013
- H. AT-58 - Automotive Heating and Air Conditioning (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology, Certificate of Achievement-Engine Repair, and Certificate of Achievement-Advanced Mechanics.
Effective: Fall 2013
- I. AT-60 - Shop Management and Service Writer (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology, Certificate of Achievement-Engine Repair, Certificate of Achievement-Advanced Mechanics, and Certificate of Accomplishment-General Mechanics.
Effective: Fall 2013
- J. AT-66 - Manual Drive Train (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology and Certificate of Achievement-Advanced Mechanics.
Effective: Fall 2013
- K. AT-68 - Automatic Transmissions (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology and Certificate of Achievement-Advanced Mechanics.
Effective: Fall 2013

- L. AT-70 - General Automotive Lab (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology, Certificate of Achievement-Engine Repair, and Certificate of Achievement-Advanced Mechanics.
Effective: Fall 2013
- M. AT-72 - Engine Repair Short Block and Machining (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology and Certificate of Achievement-Engine Repair.
Effective: Fall 2013
- N. AT-74 - Engine Repair and Machining-Cylinder Heads (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology and Certificate of Achievement-Engine Repair.
Effective: Fall 2013
- O. AT-80 - Basic Electrical (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology and Certificate of Accomplishment-Electrical.
Effective: Fall 2013
- P. AT-82 - Engine Performance I (Poulsen/Gardiner: MSCU)**
Approved inclusion in the Associate in Science-Automotive Technology and Certificate of Accomplishment-Electrical.
Effective: Fall 2013
- Q. AT-84 - Engine Performance II (Poulsen/Gardiner: MSCU)**
Approved inclusion, as a required elective in the Associate in Science-Automotive Technology and Certificate of Accomplishment-Electrical.
Effective: Fall 2013
- R. CG-125 – Financial Fitness (Elam/Gardiner: MSCU)**
Approved changing the status to “Inactive”. This course has never been taught since introduced in 2004. Proposed Inactivation made by Director of Institutional Effectiveness.
Effective: Fall 2013
- S. FS-51 – Introduction to Fire Careers (Poulsen/Stuart: MSCU)**
Approved changing the status to “Active”. Increased hours from 8 to 16 and units from .5 to 1.0. Revise Student Learning Outcomes, add new course content, and update Assignments section. *Course was approved with the stipulation that the Action Logs be reviewed for prior issues with the course.*
Effective: Fall 2013
- T. FS-56 – Helicopter Crewmember (Elam/Lewis: MSCU)**
Approved including course as a required elective for the Associate in Science-Fire Technology.
Effective: Fall 2013

- U. **FS-89 – Wildfire Powersaws (S-212) (Elam/Lewis: MSCU)**
Approved including Course as a required elective for the Certificate of Achievement-Fire Technology.
Effective: Fall 2013
- V. **FS-90 – Portable Pumps and Water Use (S-211) (Elam/Lewis: MSCU)**
Approved including Course as a required elective for the Associate in Science-Fire Technology and the Certificate of Achievement-Fire Technology.
Effective: Fall 2013
- W. **GSS-82 – General Gunsmithing (Poulsen/Elam: MSCU)**
Approved revision of Catalog Description to include material fees language as a result of an audit.
Effective: Summer 2013
- X. **GSS-98.13 – Metallurgy for Gunsmiths (Poulsen/Elam: MSCU)**
Approved revision of Catalog Description to include material fees language as a result of an audit.
Effective: Summer 2014
- Y. **GSS-119 – Advanced Rifle Barreling (Poulsen/Elam: MSCU)**
Approved revision of Catalog Description to include material fees language as a result of an audit.
Effective: Summer 2014
- Z. **GSS-135 – Parkerizing (Poulsen/Elam: MSCU)**
Approved revision of Catalog Description to include material fees language as a result of an audit.
Effective: Summer 2014
- AA. **GSS-136 – Cold Rust and Nitre Bluing (Poulsen/Elam: MSCU)**
Approved revision of Catalog Description to include material fees language as a result of an audit.
Effective: Summer 2014
- BB. **PEAC-2B – Pre-Season Skills and Conditioning for Soccer (Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-2B Pre-Season Skills and Conditioning for Soccer to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- CC. **PEAC-2D – Off-Season Skills and Conditioning for Soccer (Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-2 Off-Season Skills and Conditioning for Soccer to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- DD. **PEAC-5B – Pre-Season Skills and Conditioning for Basketball (Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-5B Pre-Season Skills and Conditioning for Basketball to the Discipline of Coaching and Physical Education.
Effective: Fall 2013

- EE. PEAC-5D – Off-Season Skills and Conditioning for Basketball
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-5D Off-Season Skills and Conditioning for Basketball to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- FF. PEAC-6B – Pre-Season Skills and Conditioning for Wrestling
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-6B Pre-Season Skills and Conditioning for Wrestling to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- GG. PEAC-6D – Off-Season Skills and Conditioning for Wrestling
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-6D Off-Season Skills and Conditioning for Wrestling to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- HH. PEAC-7D – Off-Season Skills and Conditioning for Baseball
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-7D Off-Season Skills and Conditioning for Baseball to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- II. PEAC-9B – Pre-Season Skills and Conditioning for Volleyball
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-9B Pre-Season Skills and Conditioning for Volleyball to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- JJ. PEAC-9D – Off-Season Skills and Conditioning for Volleyball
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-9D Off-Season Skills and Conditioning for Volleyball to the Discipline of Coaching and Physical Education.
Effective: Fall 2013
- KK. PEAC-10D – Off-Season Skills and Conditioning for Softball
(Gardiner/Poulsen: MSCU)**
Approve assignment of PEAC-10D Off-Season Skills and Conditioning for Softball to the Discipline of Coaching and Physical Education.
Effective: Fall 2013

5. Discussion

- A. SLO Handbook** (page 92)
Ms. Mouck suggested that it is important to have documentation for continuity and clarification. This item will move to action at the next meeting.
Effective: Fall 2013
- B. Curriculum/Academic Standards Committee Handbook** (page 114)
Ms. Aschenbach and Ms. Somerville will work on revisions, looking particularly at areas of Title V. Forms will also be looked at to determine if more information needs to be requested. This item will move to action at the next meeting based on the completion of the draft for presentation

C. Curriculum/Academic Standards Committee Meeting Location Change

The TECC HU102 will be the new meeting place for the committee.

6. Future Dates

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

Note: Additional meetings may be scheduled as needed.

Fall 2013

September 17
October 1, 15
November 5, 19
December 3, (17)

Spring 2014

January 21
February 4, 18
March 4, 18
April 1, 15
May 6, (20)

7. Information

A. AA-T for Psychology

Degree was approved July 31, 2013.

B. Stand Alone Certification Training for Committee

Training will take place at 2:30 pm on September 17, 2013, just prior to the next Curriculum meeting. There will be four members taking the training with Ms. Aschenbach conducting the training.

D. Course Repeatability Coding in Datatel

The coding in Datatel does not allow Students to repeat courses if they have received a grade of W, D, F, NC, NP, or FW. So far this has shown up for one particular student. Ms. Shockley will work with David Corley, Director of Information Technology to resolve the issue.

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

Instructional Program Reviews Due

Gunsmithing – May 2013
Administration of Justice – May 2014
Automotive Technology – May 2014
Agriculture – May 2014
Business – May 2014
Correctional Science – May 2014
Child Development – May 2014
Digital Graphic Design – May 2014
Mathematics/Natural Science – May 2014
Physical Education – May 2014

8. Any Person Having Business Not on the Agenda

Ms. Shockley has been working on electronic versions of the submission and revision forms. She demonstrated how these would work and walked through the process. These electronic forms will be rolled-out to all Full Time Faculty.

9. Adjournment (Poulsen/Lewis: MSCU) at 3:37 PM

10. Future Agenda

A. Discussion on the use, by faculty, of “FW” as a grade.