



October 1, 2013 - Tuesday
3:00 PM
TECC - HU102

Meeting Called to Order at 3:04 pm without a Quorum

Present:

ASB Representative – Elizabeth Fernandez
Ms. Cheryl Aschenbach, Chair
Ms. Lisa Gardiner
Mr. Chad Lewis
Ms. Susan G. Mouck, VP of Academic Services
Ms. Debbie Shockley, Instructional Services Technician
Ms. Alison Somerville, Articulation Officer, Vice Chair
Dr. Beatriz Vasquez

Absent:

Ms. Elizabeth Elam
Mr. Kory Konkol
Ms. K.C. Mesloh, Transfer Center Assistant
Ms. Fran Oberg
Ms. Toni Poulsen
Dr. Tammy Robinson
Ms. Stephney Stuart

Guests:

Ms. Deborah Loeffler

1. **Agenda Not Approved – No Quorum. Action Items moved to the October 15, 2013 Meeting.**

5. **Discussion**

A. **Curriculum and Academic Standards Committee Handbook**

Those present offered recommendations for the revision of the handbook.

6. **Future Dates**

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

Note: Additional meetings may be scheduled as needed.

Fall 2013

October 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. **English A.A.-T and Psychology A.A.-T**

Have been approved by ACCJC. We have received the Approval Letter.

B. Certification for Stand-Alone Training deadline September 30

The Certification was emailed to cccco.edu, per their instructions, on September 23, 2013.

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

A. Rodeo as an Intercollegiate Activity - Ms. Shockley asked for guidance on whether the AGR-22 Rodeo Skills course should reflect “Intercollegiate Athletics.” Even though this is the “off-season” course for the Rodeo students, their competition are all school year long. This course is offered so that we can keep to the rules for repeatability with AGR-21B Intercollegiate Rodeo. It was directed to code AGR-22 to an intercollegiate activity course.

B. Old Curriculum Committee Files - Ms. Shockley asked for guidance on how long we need to keep hardcopies of old Committee agenda/minutes. In searching for specific files, it was discovered that we had physical files as far back as 1991-1992 year. All files will be scanned and kept electronically. All hardcopy Action Logs will be kept. It was decided that all hardcopy files older than 5 years can be destroyed as long as we have the electronic copy. There will also be two copies of the electronic files kept as backup.

C. Re-Numbering of ENGL-50/MATH-51 - Ms. Somerville asked that since we had changed the status of these two courses to Basic Skills, if there was a timeframe for when we work toward re-numbering them. Ms. Aschenbach suggested that the committee follow-up on this in early Spring, after the current pilot classes are completed and the faculty had an opportunity to evaluate the effectiveness.

9. Adjournment at 3:50 PM

10. Future Agenda