



December 3, 2013 - Tuesday  
3:00 PM  
TECC - HU102

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**Meeting Called to Order at 3:00 pm**

**Faculty Present:**

Ms. Cheryl Aschenbach, Chair  
ASB Representative – Elizabeth Fernandez  
Ms. Lisa Gardiner  
Mr. Chad Lewis  
Ms. K.C. Mesloh, Transfer Center Assistant  
Ms. Susan G. Mouck, VP of Academic Services  
Ms. Fran Oberg  
Ms. Toni Poulsen  
Ms. Alison Somerville, Articulation Officer, Vice Chair  
Ms. Stephney Stuart

**Staff Present:**

Ms. Debbie Shockley, Instructional Services Technician  
Dr. Beatriz Vasquez, Executive Vice President of Academic Services

**Absent:**

Ms. Elizabeth Elam  
Mr. Kory Konkol  
Dr. Tammy Robinson

1. **Agenda Approved (Mesloh/Somerville: MSCU with change to add Information Item C-Community Service Art Class Proposal for Spring 2014)**
2. **Approve Meeting Minutes: November 5, 2013 meeting (Gardiner/Mouck: MSCU)**
3. **Action taken by Curriculum Subcommittee**  
*No Subcommittee Actions*
4. **Action**
  - A. **ECON-10 – Macro-Economics (Mesloh/Gardiner: MSCU)**  
Approved revision to prerequisites for consistency with C-ID recommendations.  
*The title for MATH 103 was corrected under prerequisites to read MATH 103 Beginning Algebra*  
Effective: Fall 2014
  - B. **ECON-10 – Macro- Economics (Mesloh/Gardiner: MSCU)**  
Approved Content Review for addition of MATH-103 Elementary Algebra as a prerequisite for ECON-10, for consistency with C-ID recommendations.  
*The title for MATH 103 was corrected to read MATH 103 Beginning Algebra. Also, Target Course objectives 2 and 6 were deleted.*

Effective: Fall 2014

C. **ECON-11 – Microeconomics (Mesloh/Gardiner: MSCU)**

Approved revision to prerequisites for consistency with C-ID recommendations.  
*The title for MATH 103 was corrected under prerequisites to read MATH 103 Beginning Algebra.*

Effective: Fall 2014

D. **ECON-11 – Microeconomics (Mesloh/Gardiner: MSCU)**

Approved Content Review for addition for MATH-103 Elementary Algebra as a Pre-Requisite for ECON-11, for consistency with C-ID recommendations.

*The title for MATH 103 was corrected to read MATH 103 Beginning Algebra. Also, Target Course objective 2 was deleted.*

Effective: Fall 2014

E. **EMT-61 – Emergency Medical Technician-B (Basic) Refresher (Mesloh/Stuart: MSCU with edits to Pre-requisites)**

Approved revisions to the Catalog Description, Pre-/Corequisite, Student Learning Outcomes, Course Objectives, Course Content, and textbook.

Effective: Spring 2014

F. **FS-8 – Wildland Fire Suppression (Poulsen/Mesloh: MSCU)**

Approved reactivation of course with revisions to the Total Units, Student Learning Outcomes, Course Objectives, Assignments, and Representative Texts.

*In order to comply with updated repeatability regulations, course was approved without repeatability until such time as it can be proven that repetition for continued employment is required by law.*

Effective: Spring 2014

5. **Discussion**

A. **Academic Standards for Online Courses**

*Division chairs have expressed an interest in requiring training for faculty who teach online. Ms. Aschenbach suggested that as this committee is responsible for Curriculum and Academic Standards, setting expectations for training of faculty for online instruction and possibly reviewing online and correspondence courses prior to offering should be considered and recommendations made by this group. Ms. Aschenbach asked that committee members consider pros, cons and possible alternatives of requiring training as well as the type of training that could be offered in preparation for further discussion in January. Any recommendations for requiring online faculty training and screening of online or correspondence materials, whether by Curriculum & Academic Standards Committee or by a sub-committee, should be made in the spring after further discussion.*

6. **Future Dates**

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

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

**Fall 2013**

December 17 (if needed)

**Spring 2014**

January 21

February 4, 18

March 4, 18

April 1, 15  
May 6, (20)

7. **Information**

A. **ENGL-50/MATH-51 Changes**

With the change of numbering from ENGL-50 to ENGL-105 and MATH-51 to MATH-103, prerequisite course numbers are being updated on course outlines and content review forms. *Ms. Mouck suggested that all courses be updated as soon as possible. The Catalog is being revised for the 2014-2015 academic year and these changes need to be in that document. Ms. Aschenbach will provide the language necessary to include.*

B. **Correctional Officer Training**

The option of administering the training courses required for Correctional Officers is being discussed by LCC and CDCR/CCC. The courses they offer are being converted to the standardized Course Outline format that will be submitted to CCCCCO for approval once finalized. *Ms. Aschenbach is working with instructors from CCC. They will develop the course with her help, and the course will then come to Curriculum for review and action. One sticking point is repeatability, but the CCC instructors feel the legal requirement is outlined in Title 22 and will provide the legal reference to Ms. Aschenbach prior to repeatability being included in the outline.*

C. **Community Service Class**

Proposal made by Michael Giampaoli to offer Painting for Personal Enrichment as a Community Service course. This course is pending Board approval.

**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**

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

10. **Future Agenda**