



January 21, 2014 - Tuesday

3:00 PM

TECC - HU102

Meeting Called to Order at 3:00 pm

Members Present:

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

Staff Present:

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

Members Absent:

Ms. Stephney Stuart

A. Agenda Approved (Gardiner/Elam: MSCU)

B. Approve Meeting Minutes: December 3, 2013 meeting (Mesloh/Gardiner: MSC with 1 Elam Abstaining)

C. Action taken by Curriculum Subcommittee

A. BIOL-4 Principles of Evolutionary, Organismal and Ecological Biology
Reviewed with no recommended changes. *It was discussed that the textbook should be researched for a newer revision.*
Effective: Fall 2014

B. BIOL-10 – Natural History of Plants and Animals
Reviewed with no recommended changes
Effective: Fall 2014

C. BIOL-32 – General Life Science
Reviewed with no recommended changes
Effective: Fall 2014

D. BUS-1A – Accounting Principles-Financial
Textbook revision from the 2011 edition of Warren,Reeve, and Duchac,
Accounting, 24th Edition [2012] Cengage Learning, ISBN 13:978-0-538-47500-6
[eBook ISBN 13:978-0-538-47850-2].

Effective: Fall 2014

- E. BUS-1B – Accounting Principles-Managerial**
Textbook revision from the 2011 edition to Warren,Reeve, and Duchac,
Accounting, 24th Edition [2012] Cengage Learning, ISBN 13:978-0-538-47500-6
[eBook ISBN 13:978-0-538-47850-2].
Effective: Fall 2014
- F. BUS-2 – Introduction to Business**
Textbook revision from the 8th edition, Ferrell, Hirt, and Ferrell, Thomson,
Business: A Changing World, (2013), to the 9th Edition, ISBN 9780078023132.
Effective: Fall 2014

4. Action

- A. ART-23 - Beginning Printmaking (Mesloh/Poulsen:MS Opposed Unanimously)**
Approve textbook revision. Identified textbook is out of print and is not a working element of the course and to be used as a reference only. *The committee agreed that as a Transfer Level course it must have a textbook that is being used. Also as a CID course the textbook must be newer than 7-years-old.*
Effective: Spring 2014
- B. BIOL-1 – Principles of Molecular and Cellular Biology (Mesloh/Somerville: MSCU)**
Approved addition, as previously approved, Prerequisite of Math 60 - Intermediate Algebra or the equivalent placement through the assessment process; add SLO: Correctly perform biological laboratory skills and display habits of good laboratory practices.
Effective: Fall 2014
- C. BIOL-1 – Principles of Molecular and Cellular Biology (Mesloh/Somerville: MSCU)**
Approved for hybrid delivery (lecture online/laboratory and exams traditional).
Effective: Fall 2014
- D. BIOL-18 – Environmental Biology (Mesloh/Poulsen: MSCU)**
Approved local inactivation of course. Course being inactivated due to lack of instructor and course competition with other Biology courses.
Effective: Fall 2014
- E. BIOL-20 – Microbiology (Elam/Gardiner: MSCU)**
Approved additional SLO: Correctly perform biological laboratory skills and display habits of good laboratory practices. Also approved revision of textbook "*Microbiology: An Introduction*", Tortora, from 2010, 10th edition to 2013 11th edition, Benjamin Cummings, ISBN: 978-0-321-73360-3
Effective: Fall 2014
- F. BIOL-25 – Human Anatomy and Physiology I (Elam/Gardiner: MSCU)**
Approved for hybrid delivery (lecture online, laboratory and exams traditional).
Effective: Fall 2014
- G. BIOL-26 – Human Anatomy and Physiology II (Elam/Gardiner: MSCU)**
Approved for hybrid delivery (lecture online, laboratory and exams traditional).

Effective: Fall 2014

- H. BUS-27 – Business Communications (Mesloh/Lewis: MSCU)**
Approved for online delivery.
Effective: Summer 2014
- I. BUS-27 – Business Communications (Mesloh/Lewis: MSCU)**
Approve textbook update from the 2009 edition to *Business Communication - Process and Product*, Guffey and Loewy, Cengage Learning [2015], ISBN-13: 978-0538466257 [eBook ISBN 13: 978-1-285-09406-9].
Effective: Summer 2014
- J. FS-8 – Wildland Fire Suppression (Elam/Poulsen: MSCU)**
Approved addition of this course as an Elective to the A.S. in Fire Technology and the Certificate of Achievement in Fire Technology.
Effective: Spring 2014
- K. FS-21 – First Responder Medical (Elam/Poulsen: MSCU)**
Approved revision to increase the hours from 24 Lec/24Lab to 32 Lec/24 Lab and increase of units from 2.0 to 2.5. Also revise current edition of the textbook from the 8th to the 9th edition 978-0-13-512570-0, 2012.
Effective: Spring 2014
- L. FS-23 – Ignition Operations S-234 (Elam/Poulsen: MSCU)**
Approved revision of Catalog Description to align with agency guidelines.
Effective: Spring 2014
- M. PEAC-54 – Sports Conditioning (Poulsen/Elam: MSCU)**
Approved inactivating course locally. Replaced by off-season sports conditioning courses.
Effective: Spring 2014
- N. Associate in Arts-University Studies in Allied Health (Gardiner/Somerville: MSCU)**
Reviewed with no recommendations for change.
Effective: Fall 2014
- O. General Education in the Associate Degrees (Gardiner/Somerville: MSCU)**
Approved removal of BIOL-18 - Environmental Conservation from General Education in the General Studies and University Studies degrees. Course inactivated due to lack of instructor and course competition with other Biology courses.
Effective: Fall 2014
- P. Associate in Arts in Natural Science (Gardiner/Somerville: MSCU)**
Approved removal of BIOL-18 - Environmental Conservation from the General Studies and University Studies degrees in the Core areas. Course inactivated due to lack of instructor and course competition with other Biology courses.
Effective: Fall 2014

5. Discussion

- A. Basic Fire Fighter Certificate of Accomplishment**

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Proposal of new Certificate of Accomplishment for Basic Fire Fighter. *Discussed including, for each degree and certificate, the required courses and number of units in the minutes for the Action Log.*

6. Future Dates

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

Note: Additional meetings may be scheduled as needed.

Spring 2014

February 4, 18

March 4, 18

April 1, 15

May 6, (20)

7. Information

A. ENGL-50/MATH-51 Changes

All course outlines have been revised to substitute ENGL105 for ENGL50 and MATH103 for MATH51.

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. WT-120 – Welding for Artists

Mr. Konkol presented a reactivated course. The course number will be changed and submitted at the next meeting as a Discussion item.

9. Adjournment at 3:33 PM (Lewis/ Poulsen)

10. Future Agenda