



April 22, 2014 - Tuesday  
3:00 PM  
TECC - HU102

---

**Meeting Called to Order at 3:13 pm**

**Members Present:**

Ms. Cheryl Aschenbach, Chair  
Ms. Elizabeth Elam  
Ms. Lisa Gardiner  
Mr. Chad Lewis  
Mr. Cory McClellan  
Ms. K.C. Mesloh, Transfer Center Assistant  
Ms. Susan G. Mouck  
Ms. Fran Oberg  
Ms. Toni Poulsen  
Dr. Tammy Robinson, Dean of Instructional Services  
Ms. Alison Somerville, Articulation Officer, Vice Chair  
Ms. Stephney Stuart

**Staff Present:**

Ms. Debbie Shockley, Instructional Services Technician

**Members Absent:**

ASB Representative – Elizabeth Fernandez  
Mr. Kory Konkol

1. **Agenda Approved with changes (Gardiner/Poulsen: MSCU)** (*Action Item E should be Associate in Arts*)
2. **Approve Meeting Minutes: March 25, 2014 meeting (Gardiner/Lewis: MSC with 4 Abstaining – Elam, Poulsen, Somerville, Stuart)**
3. **Action taken by Curriculum Subcommittee**
  - A. **AT-50 – Car Care Basics**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
  - B. **AT-54 - Brakes**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
  - C. **AT-56 – Steering and Suspension**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
  - D. **AT-58 – Automotive Heating and Air Conditioning**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014

- E. AT-60 – Shop Management and Service Writer**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- F. AT-64 – Diesel Repair and Maintenance**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- G. AT-66 – Manual Drive Train**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- H. AT-68 – Automatic Transmissions**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- I. AT-70 – General Automotive Lab**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- J. AT-72 – Engine Repair and Machining-Short Block**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- K. AT-74 – Engine Repair and Machining-Cylinder Heads**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- L. AT-76 – Automotive Machining Lab**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- M. AT-80 – Basic Electrical**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- N. AT-82 – Engine Performance I**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- O. AT-84 – Engine Performance II**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- P. AT-88 – Vintage Vehicle Repair**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- Q. AT-90 – Automotive Survival**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- R. AT-90A – Automotive Survival Lab**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014

- S. AT-91 – Smog Check Training Level 2 32-Hour Course**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- T. Associate in Science Degree in Automotive Technology**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- U. Certificate of Achievement in Advanced Mechanic**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- V. Certificate of Achievement in Engine Repair**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- W. Certificate of Accomplishment in Electrical**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- X. Certificate of Accomplishment in General Mechanic**  
Reviewed for Automotive Technology IPR with no recommendations for change.  
Effective: Fall 2014
- Y. BUS-1C – Federal Income Tax**  
Reviewed for Business IPR with no recommendations for change.  
Effective: Fall 2014
- Z. BUS-75 – Planning and Launching a New Business Venture**  
Reviewed for Business IPR with no recommendations for change.  
Effective: Fall 2014
- AA. BUS-76 – Marketing the Small Business Venture**  
Reviewed for Business IPR with no recommendations for change.  
Effective: Fall 2014
- BB. BUS-77 – Financing the Small Business Venture**  
Reviewed for Business IPR with no recommendations for change.  
Effective: Fall 2014
- CC. BUS-78 – The Customer Service Advantage**  
Reviewed for Business IPR with no recommendations for change.  
Effective: Fall 2014
- DD. BUS-79 – Computer Information Systems for Small Business Ventures**  
Reviewed for Business IPR with no recommendations for change.  
Effective: Fall 2014
- EE. CS-1 – Computer Literacy**  
Revise textbook to remove: Alan Evans, Kendall Martin, & Mary Anne Poatsy, *Technology in Action*, 10th Edition, Pearson-Prentice Hall (2013), ISBN 13: 9780133056228; and replace with Vermaat, *Discovering Computers & Microsoft® Office 2013: A Fundamental Combined Approach*, [1st Edition 2014] ISBN 9781285169538.  
Effective: Fall 2014

- FF. MATH-1A – Analytic Geometry and Calculus I**  
Revise textbook ISBN to: remove Larson/Hostetler/Edwards, *Calculus of a Single Variable*, 7th edition, Houghton Mifflin, 2002, ISBN: 9780618149163 and Larson/Hostetler/Edwards, *Calculus*, 7th edition, Houghton Mifflin, 2002, ISBN: 618141804; and change from online text to hardcopy textbook. Larson/Edwards, *Calculus*, 10<sup>th</sup> Edition, 2014, ISBN: 1285095006 for Hybrid Class **9781285057095**.  
Effective: Fall 2014
- GG. MATH-1B – Analytic Geometry and Calculus II**  
Revise textbook ISBN to change from online text to hardcopy textbook. Larson/Edwards, *Calculus*, 10<sup>th</sup> Edition, 2014, ISBN: 1285095006 for Hybrid Class **9781285057095**.  
Effective: Fall 2014
- HH. MATH-1C – Analytic Geometry and Calculus III**  
Revise textbook to remove Larson/Hostetler/Edwards, *Calculus*, 7th edition, by Larson/Hostetler/Edwards, Houghton Mifflin, 2002; and replace with Larson/Hostetler/Edwards, *Calculus*, 10<sup>th</sup> Edition, 2014, ISBN: 9781285057095.  
Effective: Fall 2014

**4. Action**

- A. HUS-40 – Field Instruction Seminar I (Poulsen/Oberg: MSCU)**  
Approved revision of Catalog Description to add hybrid delivery. Also revise Method of Delivery and Method of Evaluation  
Effective: Fall 2014
- B. HUS-41 – Field Instruction Seminar II (Poulsen/Oberg: MSCU)**  
Approved revision of Catalog Description to add hybrid delivery. Also revise Method of Delivery and Method of Evaluation  
Effective: Fall 2014
- C. WT-31 – GTAW for Gunsmiths (Mesloh/Stuart: MSCU)**  
Approved revision of Catalog Description to add a requirement for students to provide their own tungsten electrodes for welding at an approximate cost of \$30.00. Catalog Description: *This course is designed to provide an opportunity for the student to further their understanding in applying the specialized gas tungsten arc welding (GTAW) process to aluminum and stainless steel as it relates to firearm repair. Students will work on the design, function and repair of gunparts and related equipment using the GTAW process. **The student will be required to provide their own tungsten welding electrodes for this course at a cost of approximately \$30.00.*** Noted in course outline description and under representative texts and supplies.  
Effective: Fall 2014
- D. WT-32 – Advanced GTAW for Gunsmiths (Mesloh/Stuart: MSCU)**  
Approved revision of Catalog Description to add a requirement for students to provide their own tungsten electrodes for welding at an approximate cost of \$30.00. Catalog Description: *This course is designed to provide an opportunity for the student to further their understanding in applying the specialized gas tungsten arc welding (GTAW) process to aluminum and stainless steel as it*

relates to firearm repair. Students will work on the design, function and repair of gunparts and related equipment using the GTAW process. **The student will be required to provide their own tungsten welding electrodes for this course at a cost of approximately \$30.00.** Noted in course outline description and under representative texts and supplies.

Effective: Fall 2014

**E. Associate in Arts in Administration of Justice (Mesloh/McClellan: MSCU)**

Approved revision of Degree which has not been updated since its original implementation in 1991. By changing the core and the required electives we will be current in both industry and educational requirements.

Effective Fall 2014

**Completion of a minimum of 60 Units:**

**Completion of a Minimum of 21 Units Required Core Courses:**

**Required Core Courses: 21 Units**

Course No	Course Title	Units
AJ 12	Introduction to Criminal Justice	3.0
AJ 14	Juvenile Procedures	3.0
AJ 20	Criminal Law	3.0
AJ 23	Criminal Evidence	3.0
AJ 24	Community Relations	3.0
AJ-35	Investigative Techniques	3.0
CORS 10A	Introduction to Correctional Science	3.0
<b>Required Electives: 15 units</b>		
AJ 10	Criminology	3.0
AJ 13	Narcotics Investigation and Identification	3.0
AJ 37	Patrol Procedures/Concepts	3.0
AJ 49A	Introduction to Administration of Justice Work Experience	1.0-8.0
AJ 49	Administration of Justice Work Experience	1.0-8.0
AJ 52A	Arrest Methods and Procedures	2.5
AJ 52B	Firearms P.C. 832	0.5
AJ 52C	Reserve Officer Training Level III (Beginning)	8.0
AJ 53	Reserve Officer Training Level II (Intermediate)	10.5
AJ 56	Spanish for Law Enforcement	3.0
CORS 49A	Introduction to Correctional Science Work Experience	1.0-8.0
CORS 49	Correctional Science Work Experience	.0-8.0

**F. Certificate of Achievement Administration of Justice (Mesloh/McClellan: MSCU)**

Approved revision of Certificate which has not been updated since its original implementation in 1991. By changing the core and the required electives we will be current in both industry and educational requirements.

Effective: Fall 2014

**Total Units for the Certificate of Achievement: 30 Units**

**Required Core Courses: 21 Units**

Course No	Course Title	Units
AJ 12	Introduction to Criminal Justice	3.0
AJ 14	Juvenile Procedures	3.0
AJ 20	Criminal Law	3.0
AJ 23	Criminal Evidence	3.0
AJ 24	Community Relations	3.0
AJ 35	Investigative Techniques	3.0
CORS 10A	Introduction to Correctional Science	3.0

**Required Electives: 12 Units**

AJ 10	Criminology	3.0
AJ 13	Narcotics Investigation and Identification	3.0
AJ 37	Patrol Procedures/Concepts	3.0
AJ 48	Administration of Justice Selected Topics	0.5-2
AJ 49A	Introduction to Administration of Justice Work Experience	1.0-8.0
AJ 49	Administration of Justice Work Experience	1.0-8.0
AJ 52A	Arrest Methods and Procedures	2.5
AJ 52B	Firearms P.C. 832	0.5
AJ 52C	Reserve Officer Training Level III (Beginning)	8.0
AJ 53	Reserve Officer Training Level II (Intermediate)	10.5
AJ 56	Spanish for Law Enforcement	3.0

**5. Discussion**

**6. Future Dates**

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

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

**Spring 2014 (Revised dates for March/April)**

May 6, (20)

*The next meeting may not be held in the TECC due to a conflict with training courses being held. Another location will be determined and will be forwarded to the Committee.*

**7. Information**

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

**Instructional Program Reviews Due**

Welding Technology – May 2013

Agriculture – May 2014

8. **Any Person Having Business Not on the Agenda**
9. **Adjournment at 3:15PM (Somerville/Stuart: MSCU)**
10. **Future Agenda**

APPROVED