



May 6, 2014 - Tuesday

3:00 PM

TECC - HU102

Meeting Called to Order at 3:00 pm

Members Present:

Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Kory Konkol
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. Chad Lewis

1. **Agenda Approved with clarifications and changes (Gardiner/Konkol: MSCU)**
(Action Items A-I Textbook Changes are for Fall 2014 and outline changes are for Spring 2015. Action Items O and P are Certificates of Achievement.)
2. **Approve Meeting Minutes: March 25, 2014 meeting (Elam/Oberg: MSC with 1 Abstaining – Poulsen)**
3. **Action taken by Curriculum Subcommittee**
4. **HUS-28 - Human Services and Mal-Adaptive Behavior**
Revised textbook to remove: James, *Crisis Intervention Strategies*, 6th edition, eText: ISBN-10:0495588350, ISBN-13:9780495588351, Print: ISBN-10:0495100269, ISBN-13:9780495100263, Wadsworth, 2008; and replace with **James & Gilliland, *Crisis Intervention Strategies*, 7th, 2012, ISBN 9781111186777.**
Effective: Fall 2014
5. **HUS-31 - Crisis Intervention Strategies**
Revised textbook to remove: James, *Crisis Intervention Strategies*, 6th edition, eText: ISBN-10:0495588350, ISBN-13:9780495588351, Print: ISBN-10:0495100269, ISBN-13:9780495100263, Wadsworth, 2008; and replace with **James & Gilliland, *Crisis Intervention Strategies*, 7th, 2012, ISBN 9781111186777.**
Effective: Fall 2014

6. **PSY-18 – Human Development: A Life Span**
Revised textbook to remove: *The Developing Person Through the Life Span*, 8th ed., Kathleen Berger, Worth Publishing, ISBN 9781429243520, 2011; and replace with Berger, *The Developing Person Through the Life Span*, 8th ed., Worth Publishing, ISBN: 9781429232036.
Effective: Fall 2014

4. **Action**

A. **BIOL-1 Principles of Molecular and Cellular Biology (McClellan/Poulsen: MSCU)**

Revise Course Description; Add: Prerequisite of CHEM-1A ; Modify Student Learning Outcomes; Modify Course Objectives; Modify Course Content; Add Laboratory Content; Modify Expected Outside Assignments; Modify Methods of Evaluation. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*

Effective: Spring 2015

B. **BIOL-1 Principles of Molecular and Cellular Biology (McClellan/Poulsen: MSCU)**

Revise Content Review to identify CHEM-1A as a prerequisite for BIOL-1. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*

Effective: Spring 2015

C. **BIOL-4 Principles of Evolutionary, Organismal and Ecological Biology (Gardiner/Oberg: MSCU)**

Revise Course description; Modify course content; Add laboratory content. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*

Effective: Spring 2015

D. **BIOL-25 Human Anatomy and Physiology I Gardiner/Somerville: MSCU)**

Revise Course Description; Add: Recommended Preparation of English 105 or equivalent placement through the assessment process, Math 60 - Intermediate Algebra or the equivalent placement through the assessment process, and Chem 1A; Modify Course Content; Add laboratory content. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*

Effective: Spring 2015

D1. **BIOL-25 Human Anatomy and Physiology I (Gardiner/Somerville: MSCU)**

Revise laboratory textbook to remove "*Anatomy & Physiology Laboratory Text*" (Int Cat), Benson, 2005, 6th edition, WCB, and replace with **Stanley Gunstream, *Anatomy & Physiology Laboratory Textbook Essentials Version, 2012, ISBN 978-0073378244.*** *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*

Effective: Fall 2014

- E. BIOL-25 Human Anatomy and Physiology I (Gardiner/Somerville: MSCU)**
Revise Content Review to identify ENGL 105 as a Recommended Preparation for BIOL-25. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*
Effective: Spring 2015
- F. BIOL-25 Human Anatomy and Physiology I (Gardiner/Somerville: MSCU)**
Revise Content Review to identify CHEM-1A as a Recommended Preparation for BIOL-25. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*
Effective: Spring 2015
- G. BIOL-25 Human Anatomy and Physiology I (Gardiner/Somerville: MSCU)**
Revise Content Review to identify Math 60 as a Recommended Preparation for BIOL-25. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*
Effective: Spring 2015
- H. BIOL-26 Human Anatomy and Physiology II (Elam/Poulsen: MSCU)**
Revise Course Description; Revise Prerequisites; Modify Course Content; Add laboratory content. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*
Effective: Spring 2015
- H1. BIOL-26 Human Anatomy and Physiology II (Elam/Poulsen: MSCU)**
Revise laboratory textbook to remove "*Anatomy & Physiology Laboratory Text*" (Int Cat), Benson, 2005, 6th edition, WCB, and replace with **Stanley Gunstream, *Anatomy & Physiology Laboratory Textbook Essentials Version, 2012, ISBN 978-0073378244.*** *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*
Effective: Fall 2014
- I. BIOL-26 Human Anatomy and Physiology II (Elam/Poulsen: MSCU)**
Revise Content Review to identify BIOL 25 as a prerequisite for BIOL-26. *Textbook Changes are for Fall 2014 and outline changes are for Spring 2015.*
Effective: Spring 2015
- J. CORS-49 – Correctional Science Work Experience (McClellan/Mesloh: MSCU)**
Approve local inactivation of course.
Effective: Fall 2014
- K. CORS-49A – Introduction to Correctional Science Work Experience (McClellan/Mesloh: MSCU)**
Approve local inactivation of course.
Effective: Fall 2014
- L. FS-73A – Incident Business Management (S-260) (Mesloh/McClellan: MSCU)**
Increase total number of hours to 20 to align with the agency standards. *Although it is standard practice to limit 1.0 unit lecture courses to 16-18 hours, in reviewing the CCCCO Curriculum Handbook, it does indicate that more hours*

are allowed if the outside work expectation (2 hours for each in-class hour) is reduced.

Effective: Fall 2014

**M. FS-73B – Applied Incident Business Management (S-261)
(Mesloh/McClellan: MSCU)**

Increase total number of hours to 20 to align with the agency standards. *Although it is standard practice to limit 1.0 unit lecture courses to 16-18 hours, in reviewing the CCCCO Curriculum Handbook, it does indicate that more hours are allowed if the outside work expectation (2 hours for each in-class hour) is reduced.*

Effective: Fall 2014

N. Certificate of Accomplishment in Wildland Firefighter (McClellan/Poulsen: MSCU)

Inactivate Certificate which was replaced by the Certificate of Accomplishment in Basic Fire Fighter.

Effective: Fall 2014

O. Certificate of Achievement in Welding 1-Year (McClellan/Poulsen: MSCU)

Revise Certificate to identify “College Composition Course” requirement as ENGL-1. Made necessary because of changing ENGL-50 to ENGL-105 Basic Skills.

Effective: Fall 2014

P. Certificate of Achievement in Welding 2-Year (McClellan/Poulsen: MSCU)

Revise Certificate to identify “College Composition Course” requirement as ENGL-1. Made necessary because of changing ENGL-50 to ENGL-105 Basic Skills.

Effective: Fall 2014

5. Discussion

A. HO-81A - Medical Assisting A

Proposal for new course in Medical Assisting.

Effective: Fall 2014

There was discussion regarding reactivating HO-54, Basic Structure and Function of the Human Body, for Medical Assisting instead of the BIOL-25/26 option. The Advisory Committee needs to meet to determine the requisites and certificate plan. Regarding the Discipline of assignment, there needs to be specific experience levels identified for instructors to be MQ'd.

B. HO-81B - Medical Assisting B

Proposal for new course in Medical Assisting.

Effective: Fall 2014

C. Phlebotomy (Coming in separate email and will be available at the meeting.)

Proposal for new course in Phlebotomy.

Effective: Fall 2014

The outline was not provided because additional information was needed. There was discussion about whether this is intended as a replacement for the current

Phlebotomy Course or part of a larger program. Further information is required to move forward.

6. **Future Dates**

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

Note: Additional meetings may be scheduled as needed.

Spring 2014

May 20

7. **Information**

There was a presentation on the new Student Planning module given by Ms. Tanya Crump from Ellucian. Student Planning will allow the student to view and plan their education goals by outlining their course track from beginning to graduation.

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 3:57 PM (Somerville/Stuart: MSCU)**

10. **Future Agenda**