



September 2, 2014 - Tuesday
3:00 PM
TECC (HU102)

Meeting called to order at 3:05pm

Members Present:

Ms. Cheryl Aschenbach, Chair
ASB Representative
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
Ms. KC Mesloh, Transfer Center Assistant
Ms. Susan G. Mouck
Ms. Fran Oberg
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Vice Chair

Staff Present:

Ms. Susan Kelley, Interim Instructional Services Technician

Members Absent:

Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director
Ms. Stephney Stuart

Guests:

Brian Murphy, Interim Associate Dean of Instructional Services and Research
Colleen Baker

1. **Agenda Approved (Poulsen/Konkol: MSCU)**

2. **Approved Meeting Minutes: May 20, 2014 (Mouck/Elam: MSCU)**

3. **Action taken by Curriculum Subcommittee**

Chad Lewis asked who was in charge of communicating textbook changes to the bookstore; there were quite a few textbook issues this fall. The process was explained to the committee the Curriculum Tech communicates textbook changes to the bookstore staff once changes are approved by Curriculum/Academic Standards.

A. **HUS-22 – Substance Abuse Treatment**

Revised textbook to change edition: Kinney, Jean, *Loosening the Grip: A Handbook of Alcohol Information*, 10th 11th Edition, eText: ISBN-10:0-07-

~~738238-2, ISBN-978-0-07-738238-4; Print: ISBN-10:0-07-340468-3, ISBN-13:978-0-07-340468-4~~ **9780078028557**, McGraw-Hill Higher Education
Effective: Fall 2014

- B. HUS-23 – Special Population Considerations-Human Services**
Reviewed for Human Services IPR with no recommendations for change.
Effective: [Fall 2014](#)
- C. HUS-24 – Group Facilitator Process-Human Services**
Reviewed for Human Services IPR with no recommendations for change.
Effective: [Fall 2014](#)
- D. HUS-25 – Family Treatment Approaches**
Reviewed for Human Services IPR with no recommendations for change.
Effective: [Fall 2014](#)
- E. HUS-31 – Crisis Intervention Strategies**
James & Gilliland, *Crisis Intervention Strategies*, 7th, 2012, ISBN 9781111186777
This textbook had already been changed because the older edition could not be obtained.
Effective: Fall 2014
- F. HUS-32 – Understanding Addiction**
Revised textbook to change edition: Kinney, Jean, *Loosening the Grip: A Handbook of Alcohol Information*, 10th 11th Edition, eText: ISBN-10:0-07-738238-2, ISBN-978-0-07-738238-4; Print: ISBN-10:0-07-340468-3, ISBN-13:978-0-07-340468-4 **9780078028557**, McGraw-Hill Higher Education
Effective: Fall 2014
- G. HUS-35 – Ethical Issues**
~~Corey/Corey/Callanan; Issues and Ethics in the Helping Professions; eText –ISBN-13:978111111; Print –ISBN-10:0495812412/ISBN-13:9780495812418; Wadsworth; 2011.~~
Corey/Corey, Issues and Ethics in the Helping Professions, 9th Edition, Cengage, ISBN: 9781285464749
Effective: Fall 2014
- H. HUS-37 – Case Management and Client Records Documentation**
Summers; Fundamentals of Case Management Practice; eText: ISBN-10:0840033699, ISBN-13:9780840033697; Print: ISBN-10:0840033699, ISBN-13:9780840033697 **9781133314165**; Wadsworth; 2012
Effective: Fall 2014
- I. HUS-40 – Field Instruction Seminar I**
Reviewed for Human Services IPR with no recommendations for change.
Effective: [Fall 2014](#)
- J. HUS-41 – Field Instruction Seminar II**
Reviewed for Human Services IPR with no recommendations for change.
Effective: [Fall 2014](#)
- K. VN-53 Adult Nursing Theory II**
Revise Textbooks

Remove: "~~Introductory Medical-Surgical Nursing~~", Timby and Smith, 10th Edition, LWW 2006-2009, ISBN: 9781451162554; and Replace with **Barbara Timby, Introductory Medical-Surgical Nursing, 11th edition, Lippincott, Williams & Wilkins, ISBN: 978-1451187229**. Add: Barbara Timby, **Introductory Medical-Surgical Nursing Workbook, 11th edition, Lippincott, Williams & Wilkins, ISBN: 9781451187229**. Retain: Hacker, Diana, A Writer's Reference, 7th ed., Boston. Bedford/St. Martin's, 2011, ISBN-13: 978-0-312-60143-0 Effective: Fall 2014

L. VN-54 Clinical Lab II

Revise Textbooks.

Remove: "~~Introductory Medical-Surgical Nursing~~", Timby and Smith, 10th Edition, LWW 2006-2009, ISBN: 9781451162554; and Replace with **Barbara Timby, Introductory Medical-Surgical Nursing, 11th edition, Lippincott, Williams & Wilkins, ISBN: 978-1451187229**.

Add: **Barbara Timby, Introductory Medical-Surgical Nursing Workbook, 11th edition, Lippincott, Williams & Wilkins, ISBN: 9781451187229**.

Remove: ~~Basic Pharmacology for Nurses, Clayton, Stock and Cooper, 15th Edition, Mosby Elsevier Publishers, 2010, ISBN: 978-0-323-05780-6~~; Replace with **Clayton, Stock and Cooper, Basic Pharmacology for Nurses, 16th Edition, Mosby Elsevier, 2012, ISBN 9780323086547**.

Add: **Clayton, Stock and Cooper, Basic Pharmacology for Nurses: Study Guide, 16th Edition, Mosby Elsevier, 2012, ISBN: 9780323087001**.

Remove: ~~Gulaniek and Meyers, Nursing Care Plans, Diagnoses, Interventions, and Outcomes, 7th edition, Mosby Elsevier, 2010, ISBN: 10-0323065376 Elsevier's SimChart online program~~.

Retain: Hacker, Diana, A Writer's Reference, 7th ed., Boston. Bedford/St. Martin's, 2011, ISBN-13: 978-0-312-60143-0 Fall 2014

M. VN-55 Adult Nursing Theory III

Revise Textbooks

Remove: "~~Williams and Hopper, Understanding Medical Surgical Nursing, 4th Ed., 2011, F. A. Davis, ISBN: 978-0803610378~~"; and Replace with Williams and Hopper, Understanding Medical Surgical Nursing, 5th Edition, 2014, F.A. Davis, ISBN: 9780803640689.

Retain: Hacker, Diana, A Writer's Reference, 7th ed., Boston. Bedford/St. Martin's, 2011, ISBN-13: 978-0-312-60143-0 Fall 2014

N. VN-56 Clinical Lab III

Revise Textbooks

Remove: "~~Introductory Medical-Surgical Nursing~~", Timby and Smith, 10th Edition, LWW 2006-2009, ISBN: 9781451162554; and Replace with **Barbara Timby, Introductory Medical-Surgical Nursing, 11th edition, Lippincott, Williams & Wilkins, ISBN: 978-1451187229**.

Remove: ~~Basic Pharmacology for Nurses, Clayton, Stock and Cooper, 15th Edition, Mosby Elsevier Publishers, 2010, ISBN: 978-0-323-05780-6~~; and

Replace with **Clayton, Stock and Cooper, Basic Pharmacology for Nurses, 16th Edition, Mosby Elsevier, 2012, ISBN 9780323086547.**

Add: **Clayton, Stock and Cooper, Basic Pharmacology for Nurses: Study Guide, 16th Edition, Mosby Elsevier, 2012, ISBN: 9780323087001.**

Remove: ~~Introductory Maternity & Pediatric Nursing, Klossner & Hatfield, 2nd Edition, Lippincott, Williams & Wilkins, 2009, ISBN: 9780781785587;~~ and

Replace with **Hatfield, Introductory Maternity & Pediatric Nursing, 3rd Edition, LWW, 2013, ISBN: 9781451147025.**

Remove: ~~Gulanick and Meyers, Nursing Care Plans, Diagnoses, Interventions, and Outcomes, 7th edition, Mosby Elsevier, 2010, ISBN: 10-0323065376 Elsevier's SimChart online program.~~

Retain: Hacker, Diana, A Writer's Reference, 7th ed., Boston. Bedford/St. Martin's, 2011, ISBN-13: 978-0-312-60143-0

Fall 2014

O. VN-57 Maternity Nursing

Revise Textbooks

Remove: ~~"Klossner & Hatfield, Introductory Maternity & Pediatric Nursing, 2nd Edition, Lippincott, Williams & Wilkins, 2009, ISBN: 978078175587;~~ and

Replace with **Hatfield, Introductory Maternity & Pediatric Nursing, 3rd Edition, 2013, LWW, ISBN: 9781451147025.**

Fall 2014

P. VN-58 Pediatric Nursing

Revise Textbooks

Remove: ~~"Klossner & Hatfield, Introductory Maternity & Pediatric Nursing, 2nd Edition, Lippincott, Williams & Wilkins, 2009, ISBN: 978078175587;~~ and

Replace with **Hatfield, Introductory Maternity & Pediatric Nursing, 3rd Edition, 2013, LWW, ISBN: 9781451147025.**

Fall 2014

Q. Math 11A Concepts of Elementary School Mathematics I

Revise catalog description, SLO'S, course objectives, course content, methods of evaluation and textbook for in preparation to for C-ID submission. Textbook:

Remove existing textbook and replace with **"Mathematics for Elementary School Teachers", Bassarear, 5th edition, Cengage Learning, 2011, ISBN 978-0840054637**

Fall 2014 (Action taken by Senate on June 10, 2014)

4. Action

A. Approved the Nomination and Election of 2014-2015 Curriculum and Academic Standards Committee Chair

Konkol nominated Aschenbach, Mesloh seconded: MSCU

B. Approved the Nomination and Election of 2014-2015 Curriculum and Academic Standards Committee Vice Chair

Poulsen nominated Somerville, Oberg seconded: MSCU

C. Approved the Meeting Schedule for the 2014-2015 Curriculum and Academic Standards Committee for 1st and 3rd Tuesday: (Poulsen/Gardiner: MSCU)

D. CHEM 1A – General Chemistry I (Lewis/Gardiner: MSCU)

Revise course description, prerequisite and all laboratory content. Changes to course outline to be consistent with CI-D course descriptor.

Effective: Spring 2015

E. CHEM 1B – General Chemistry II (Lewis/Gardiner: MSCU)

Revise course description, prerequisite and add laboratory content. Changes to course outline to be consistent with CI-D descriptor.

Effective: Spring 2015

F. DS-122 Adaptive Individual Sports: Weight Training (Mesloh/Gardiner: MSCU)

Revise Student Learning outcomes:

First Enrollment

1. Recognize the difference between free weights, machine weights and Aerobic machines \

2. Demonstrate increased level or maintain a level of strength as tested in 1min sit-ups, push-ups or alternate exercise

Second Enrollment

1. Recognize what machine/free weights will engage a muscle group.

2. Demonstrate increased level or maintain a level of strength as tested in 1min sit-ups, push-ups or alternate exercise

3. Demonstrate the ability to follow a workout chart.

Third Enrollment

1. Identify how to prepare for training.

2. Demonstrate increased level or maintain a level of strength as tested in 1min sit-ups, push-ups or alternate exercise

3. Demonstrate the ability to follow a workout chart.

Fourth Enrollment

1. Demonstrate how to use a workout chart to document one's workout.

2. Demonstrate increased level or maintain a level of strength as tested in 1min sit-ups, push-ups or alternate exercise.

Effective: Fall 2015

G. HIST 17-POST Civil War-U.S. History (Konkol/Oberg: MSCU)

Revise course objectives, assignments, and methods of evaluation. Changes to course outline to be consistent with C-ID descriptor.

Effective: Spring 2015

H. HUS-62-Paraprofessional Counseling Skills in Residential Care (Mesloh/Poulsen: MSCU)

Reviewed for Human Services IPR with recommendation to locally inactivate course for low enrollment.

Effective Fall 2015

I. HUS-64-Residential Care Regulations (Mesloh/Poulsen: MSCU)

Reviewed for Human Services IPR with recommendation to locally inactivate course for low enrollment.

Effective: Fall 2015

J. PHYS 2A General College Physics I (Poulsen/Konkol: MSCU)

Approved revisions to course title, course description, and methods of evaluation. Changes necessary for C-ID review.

Effective: Fall 2014

K. PHYS 2B General College Physics II (Poulsen/Konkol: MSCU)

Approved revisions to course title, course description, assignments, textbook and methods of evaluation. Changes necessary for C-ID review.

Effective: Fall 2014

5. Discussion

A. FS-65 – Fire Prevention I

Approve new course FS-65 Fire Prevention I to meet the needs of the agency.

Effective: Fall 2014

This class was submitted late spring with the intention of offering it in fall; course needs to go through complete local and state curriculum process before it can be offered.

B. ED-2-Introduction to Elementary Classroom Instruction

New course proposal. Course is needed as a core requirement for proposed AA-T in Elementary Teacher Education.

3.0 units (51 hours lecture)

Effective: Fall 2015

This course will be a core requirement in a new AS degree for transfer

It was pointed out that more specific textbook info is needed on the on the course outline.

C. Medical Assisting update

Cheryl handed out a draft of the proposed Certificate of Achievement in Medical Assisting. She has met with Dr. Robinson, Caryn Nobles, Cherie Lujan and Trudy Olds to discuss what we have so far. Should have course outlines for next meeting. Once all outlines have been approved, then the certificate will be formally proposed.

6. **Future Dates**

Curriculum/Academic Standards Meeting Proposed Schedule for First and Third Tuesdays at 3:00 PM in the TECC

Note: Additional meetings may be scheduled as needed.

Fall

September 16
October 7 & 21
November 4 & 18
December 2

Spring

January 20
February 3 & 17
March 3 & 17
April 21
May 5

Remove February 17, it is a flex day

7. **Information**

A. **Community Service Course**

Painting for Personal Enrichment class for Fall. The cost will be \$55.00 per student. The instructor will be Michael Giampaoli. This course was approved and sent to the Board by Senate during the summer so course could be offered in fall prior to the September Board meeting.

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
Business – May 2014

7. **Any Person Having Business Not on the Agenda**

Poulsen and Oberg stated that they were approached to have the ski classes as credit. Aschenbach and Mouck both agreed it is best that they are community services classes as we are still paying back money for them.

Brian Murphy asked whether Curriculum had ever discussed non-credit certificates for coursed like the ESL 150 and 151 used by FIELD so Lassen could capture the enhanced non-credit apportionment rates. The response was we were open to the possibility but it had never been a priority discussion before because Lassen has so few non-credit courses that could actually be put together to form a certificate.

9. **Adjourned at 3:42 PM (Gardiner/Konkol: MSCU)**

10. **Future Agenda**