



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
November 17, 2015 - Tuesday
3:00 PM
MS 125

Call to Order

Members Present:

Ms. Cheryl Aschenbach, Vice Chair
Mr. Buck Bauer
Ms. Lisa Gardiner
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
Ms. Fran Oberg
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Chair

Member Absent:

ASB Representative
Ms. KC Mesloh
Ms. Susan G. Mouck
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director
Ms. Stephney Stuart

Staff:

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Gardiner/Poulsen: MSCU)**
2. **Approve Meeting Minutes: November 3, 2015 meeting (Aschenbach/McClellan: MSC Poulsen abstaining)**
Information only: October 20, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
4. **Action**
 - A. **ANTH 2 Cultural Anthropology (McClellan/Poulsen:MSCU)**
Approved ANTH 2 Cultural Antropolgy for Hybrid delivery.
Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester 34 lecture hrs will be taught face-to face by the instructor and 17 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lecture

Effective: Fall 2016

B. ANTH 2 Cultural Anthropology (McClellan/Poulsen:MSCU)

Approved Updated Textbook.

~~Peoples, James; Bailey, Garriek: *Humanity: An Introduction to Cultural Anthropology*, 9th edition, 2011, Cengage; ISBN 9781111301521~~

~~Spradley, James: *Conformity and Conflict: Readings in Cultural Anthropology*, Pearson, 14th edition, 2011; ISBN: 0205234100~~

Loretta A. Cormier, Sharyn R. Jones, *Introductory Cultural Anthropology: An Interactive Approach*, 2nd edition, 2014; ISBN: 978-1-936306-05-3

Effective: Fall 2016

C. CA 32 Computer Applications II (Aschenbach/Lewis:MSCU)

Approved assigning the discipline of Computer Office Technology and Computer Applications to CA 32 Computer Applications II. Properly assign discipline and alignment with CA 31 Computer Applications I.

Effective: Spring 2016

D. CARS 2 Career Exploration (Aschenbach/Poulsen:MSCU)

Approved reactivation of course, removal of CSU GE Area E and add to the Work Experience IPR for course review.

Effective: Spring 2016

E. CARS 2 Career Exploration (Aschenbach/Poulsen:MSCU)

Approved changes in recommended preparation, add student learning outcomes, course objectives, course content, assignments, text and supplies.

Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Prepare a comprehensive educational and vocational plan by integrating information about individual abilities and skills with an awareness of the academic and professional preparation requirements.
2. Identify the steps used in a decision-making process.

Effective: Spring 2016

F. FS 62 Fire Instructor 1B (McClellan/Oberg: MSCU)

Approved inactivation of Course and removal from CA and AS degree in Fire Technolgy. CA State Fire Agency has combined Instructor 1A, 1B & 1C into one course.

Effective: Spring 2016

- G. FS 62A Fire Instructor 1C (McClellan/Oberg: MSCU)**
Approved inactivation of Course and removal from CA and AS degree in Fire Technolgy. . CA State Fire Agency has combined Instructor 1A, 1B & 1C into one course.
Effective: Spring 2016
- H. FS 63 Fire Instructor 1A (McClellan/Oberg: MSCU)**
Approve inactivation of Course and removal from CA and AS degree in Fire Technolgy. CA State Fire Agency has combined Instructor 1A, 1B & 1C into one course.
Effective: Spring 2016
- I. GEOG 2 Cultural Geography (Poulsen/Gardiner: MSCU)**
Approve adding hybrid to course.
Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.
Hybrid Delivery
A combination of traditional classroom and online instruction will be utilized. Each semester 34 lecture hrs will be taught face-to face by the instructor and 17 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lecture
Effective: Fall 2016
- J. GEOG 2 Cultural Geography (Poulsen/Gardiner: MSCU)**
Approve adding online delivery to course.
Online Delivery Evaluation
Same as face-to-face instruction with the addition of asynchronous and synchronous discussions, online quizzes and exams. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities. Electronic communication and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.
Online Delivery
Assigned readings, online-delivered instructor-generated written activities, lecture material, exercises, and assignments. Web-links to relevant websites and exercises may be used to supplement instructor-generated lecture material. Student and instructor participation in forum-based discussions. Electronic communication and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.
Effective: Fall 2016
- K. GEOG 2 Cultural Geography (Poulsen/Gardiner: MSCU)**

Approve fixing typo in Assignments and update Textbook.

Rubenstein, J. *The Cultural Landscape: An Introduction to Human Geography*, 10th Edition. Prentice Hall, 2011, ISBN: 9780321677358

Rubenstein, J. *The Cultural Landscape: An Introduction to Human Geography*, 11th Edition. Prentice Hall, 2014, ISBN: 9780321831583

Effective: Fall 2016

L. HIST 14 World History Beginning to 1500 (Aschenbach/Gardiner: MSCU)

Approved adding Hybrid delivery to course.

Hybrid Delivery Evaluation

A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester 34 lecture hrs will be taught face-to face by the instructor and 17 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lecture

Effective: Fall 2016

M. HIST 14 World History Beginning to 1500 (Poulsen/Gardiner: MSCU)

Approved change in course objectives, assignments and change textbook. Meet C-ID requirements.

Bentley, Jerry and Ziegler, Herbert F. "*Traditions and Encounters, Volume I and II*," 5th Edition, 2011, McGraw Hill, ISBN 9780073385648

Two volume book for both History 14 and History 15 = Pollard, E., Rosenberg, C., Tignor, R., et al, *Worlds Together Worlds Apart: Form the Beginnings of Humankind to the Present*, Concise Edition, 2015, W.W. Norton & Company, Inc. ISBN: 978-0393922073 (hardcover) or 978-0393123760 (paperback)

One volume book for only History 14 = Pollard, E., Rosenberg, C., Tignor, R., et al, *Worlds Together Worlds Apart: Volume I Beginnings through the 15th Century*, Concise Edition, 2015, W.W. Norton & Company, Inc. ISBN: 9780393 922080 (paperback)

Effect: Fall 2016

N. HIST 15 World History 1500 to Present (Poulsen/Gardiner: MSCU)

Approved adding Hybrid delivery to course.

Hybrid Delivery Evaluation

A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester 34 lecture hrs will be taught face-to face by the instructor and 17 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lecture

Effective: Fall 2016

O. HIST 15 World History 1500 to Present (Poulsen/Gardiner: MSCU)

Approved change in course objectives, assignments and textbook. To meet C-ID requirements.

Bentley, Jerry and Ziegler, Herbert F. "*Traditions and Encounters, Volume I and II,*" 5th Edition, 2011, McGraw Hill, ISBN 9780073385648

Two volume book for both History 14 and History 15 = Pollard, E., Rosenberg, C., Tignor, R., et al, *Worlds Together Worlds Apart: Form the Beginnings of Humankind to the Present, Concise Edition*, 2015, W.W. Norton & Company, Inc. ISBN: 978-0393922073 (hardcover) or 978-0393123760 (paperback)

One volume book for only History 15 = Pollard, E., Rosenberg, C., Tignor, R., et al, *Worlds Together Worlds Apart: Volume II From 1000C.E. to the Present, Concise Edition*, 2015, W.W. Norton & Company, Inc. ISBN: 9780393 922097 (paperback)

Effective: Fall 2016

P. WT 31 GTAW for Gunsmiths (Aschenbach/McClellan: MSCU)

Approve adding language to catalog description to clarify criteria for acceptance into the class.

Catalog Description

This course is designed to develop the manipulative skills, technical knowledge and application of the tungsten arc welding (GTAW) process as they relate to firearm repair. The student will be required to provide their own tungsten welding electrodes for this course at a cost of approximately \$30.00. **Must be accepted into the gunsmithing program prior to enrollment.**

Effective: Spring 2016

Q. WT 32 Advanced GTAW for Gunsmiths (Aschenbach/McClellan: MSCU)

Approve adding language to catalog description to clarify criteria for acceptance into the class. Change recommended preparation to WT 31 GTAW for Gunsmiths only. Remove other language.

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. **Must be accepted into the gunsmithing program prior to enrollment**
Effective: Spring 2016

5. Discussion

A. Certificate of Completion in High School Equivalency

Proposal of a new Non-Credit Certificate of Completion in High School Equivalency.

Course #	Course Title	Units
BS 170	Basic Skills: Pre High School Equivalency I	0.0
BS 171	Basic Skills: Pre High School Equivalency II	0.0

Student Learning Outcomes

Upon completion of the Certificate of Completion in High School Equivalency the student will be able to:

1. Demonstrate the basic skills foundation required to prepare for the high school equivalency test.

*Have Kittie review SLO to state “to take the” rather than “to prepare for”.
Move to action with revised SLO.*

B. Certificate of Accomplishment in Pathway to Employment Success

Proposal of new Certificate of Accomplishment in Pathway to Employment Success.

Total Units: 3

Course#	Course Title	Units
CARS 2	Career Exploration	1.0
WE 1	General Work Experience	1.0
BUS 78	The Customer Service Advantage	1.0

Student Learning Outcomes

Upon completion of the Certificate of Accomplishment in Pathway to Employment Success, the student will be able to:

1. Demonstrate good customer service skills in a real work setting.
2. Develop a career plan based on personal assessment.

Move to action

C. Certification of Completion in Pathway Entry

Proposal of a new Non-Credit Certificate of Completion in Pathway Entry.

Course#	Course Title	Units
CARS 151	Career Life Skills	0.0
CARS 153	Career/Employment Strategies	0.0
BS 156	Practical Writing	0.0
BS 157	Practical Math	0.0

Student Learning Outcomes

Upon completion of the Certificate of Completion in Pathway Entry, the student will be able to:

1. Describe standard employer expectations of soft skills required in the work place.
2. Neatly and accurately complete a job application.
3. Write a professional email free of errors.
4. Accurately address professional mailings
5. Describe appropriate and inappropriate uses of technology in the workplace.
6. Accurately complete a timesheet.
7. Accurately count back change in a mock purchase demonstration.

SLOs were reviewed and will be revised to reduce the number of SLOs and provide reference to broader workplace skill sets.

Move to Action with revised SLOs.

Discussion on repeatable classes of how to track what a student has learned.

Possibly develop a tracking sheet to give to the students so students will know what they will need to work on in the next enrollment.

D. FS 64 Instructor 1 Instructional Methodology

Proposal of new course. CA State Fire Agency has changed their curriculum for Instructor 1A, 1B and 1C to Instructor 1.

Catalog Description

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction Effective: Spring 2016 with Chancellors Office approval.

Move to action

6. Future Dates

Curriculum/Academic Standards Meeting 2015-2016 Schedule for First and Third Tuesdays at 3:00 PM in MS 125

Note: Additional meetings may be scheduled as needed.

Fall

December 1st

Spring

January 19th

February 2nd

March 1st & 15th

April 5th & 19th

May 3rd & 17th

7. Information

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

Instructional Program Reviews Due

Agriculture – May 2014
Human Services-Sept 2015
History/Social Science/Sociology/Psychology/Anthropology-Sept 2015
Work Experience-Sept 2015
Fire Technology- Sept 2015
Gunsmithing-Sept 2015
Welding-Sept 2015
Allied Health/Vocational Nursing-Sept 2015
Fine Arts/Humanities-Sept 2016
Administration of Justice-Sept 2016
Automotive Technology-Sept 2016
Agriculture-Sept 2016
Business-Sept 2016
Child Development-Sept 2016
Digital Graphic Design-Sept 2016

Any Person Having Business Not on the Agenda

*Sue Kelley brought in a draft of the incarcerated student catalog for review.
Add an appendix with the forms that are referred to in the catalog.
Instructions on how to fill out the BOG Waiver correctly.
Include staff/faculty names that are involved in the program maybe last names only.
Add a message about the program from possibly the President or the Director of program.*

Adjournment (Konkol/Gardiner @ 3:50)

Future Agenda