



Notice of Regularly Scheduled Meeting
December 1, 2015 - Tuesday
3:00 PM
MS 125

Call to Order

Members Present:

Ms. Cheryl Aschenbach, Vice Chair
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
Ms. Fran Oberg
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Chair
Ms. Stephney Stuart

Members Absent:

ASB Representative
Mr. Buck Bauer
Ms. Lisa Gardiner
Ms. KC Mesloh
Ms. Susan G. Mouck
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director

Staff:

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Oberg/Poulsen: MSCU with the addition of Action items F. CD 30 and G. PSY 6 and removal of Action Items A, B, & C)**
2. **Approve Meeting Minutes: November 17, 2015 meeting (Oberg/Konkol: MSCU with correction to FS 62, 62A, & 63 adding removal from AS & CA Fire Technology)**
Information only: November 3, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
4. **Action**
 - A. **Certificate of Completion in High School Equivalency: Removed from agenda with revised agenda approval**
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 take the high school equivalency test.

B. Certificate of Accomplishment in Pathway to Employment Success: Removed from agenda with revised agenda approval

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 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.

C. Certification of Completion in Pathway Entry: Removed from agenda with revised agenda approval

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 Accomplishment Pathway to Employment Success, the student will be able to:

1. Demonstrate skills and abilities to succeed in chosen field including; problem solving, communication, collaboration and adaptability.

D. FS 21 First Responder (Tabled: Aschenbach/Poulsen MSCU)

Approve change from FS 21 to EMT 21 Emergency Medical Responder, change in description, objectives, content, and Textbook.

Catalog Description

This course meets public safety standards published by U.S. Department of Transportation's ~~First~~ **Emergency Medical** Responder curriculum. The course will prepare the student for certification (two-year) by the Northern California

Emergency Medical Service. This course is repeatable as necessary to maintain certification. Additional State Certification Fees will apply.

~~Chris Le Baudour, J. David Bergeron, Gloria Bizjak, Keith Wesley, *Emergency Medical Responder*, 9th edition, 2012, Prentice Hall, ISBN 10: 0 13 512570 7; ISBN 13: 978 0 13 512570 0~~

~~“Advanced First Aid”, Red Cross~~

~~American Academy of Orthopedic Surgeons (AAOS), *Emergency Medical Responder with Access code*, 5th edition, 2012, Jones & Bartlett Learning, ISBN 9781449693008~~

Is this course really transferable?

Alison and Cheryl will check into if this course is really transferable. If it is not we will need to change the number to 50-99.

E. FS 64 Instructor 1 Instructional Methodology (Poulsen/Oberg: MSCU)

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.

F. CD 30 Early Steps to Reading Success (McClellan/Oberg: MSCU)

Approve course for online delivery.

Online Delivery Evaluation

A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), online quizzes and exams, postings to online website, and email communications.

Online Delivery

Online written lectures. Participation in forum-based discussions. Online exercises/assignments contained on website. Discussion papers, email communications, postings to forums, and web-links will comprise the method of instruction.

Effective: Spring 2016

G. PSY 6 Abnormal Psychology (McClellan/Poulsen: MSCU)

Approve course for correspondence delivery.

Correspondence Delivery Evaluation

Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities. Written correspondence and a minimum of six opportunities for

feedback will be utilized to maintain effective communication between instructor and student.

Correspondence Delivery

Assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery. Written correspondence and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.

Effective: Spring 2016

5. Discussion

Kory Konkol ask if he has computers set up in the classroom and the students are required to do course work on the computers would this need to be Hybrid or online delivery? Cheryl felt that since it was course work done in the classroom under the supervision of an instructor who is physically present, it would remain traditional delivery because Kory would be present to answer any questions and facilitate completion of assigned work.

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.

Spring

January 19th

March 1st & 15th

May 3rd & 17th

February 2nd

April 5th & 19th

7. Information

Painting For Personal Enrichment w/ Michael Giampaoli

To be taught spring semester 2016

January 26-May 19, 2016

TTh 1:30 – 4:00pm

Cost: \$65/participant

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

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

Adjournment (Lewis/Konkol @ 3:25: MSCU)

Future Agenda

APPROVED