Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
October 18, 2016 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:01pm

Members Present:
Ms. Cheryl Aschenbach, Vice Chair
Mr. Buck Bauer
Ms. Roxanna Haynes
Ms. Susan Kelley -CSEA Alternate
Mr. Chad Lewis
Ms. Josetta Mata
Ms. Susan G. Mouck
Ms. Christi Myers
Ms. Toni Poulsen
Mr. Orlando Shannon
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director

Members Absent:
ASB Representative
Mr. Cory McClellan
Ms. KC Mesloh
Ms. Fran Oberg
Ms. Alison Somerville, Articulation Officer, Chair

Guest:
Ms. Cindy Howe

1. **Agenda Approval (Poulsen/Matta: MSCU)**

2. **Approve Meeting Minutes: October 4, 2016 meeting (Lewis/Poulsen: MSCU)**
   Information only: September 20, 2016 Approved Minutes

3. **Action taken by Curriculum Subcommittee**

   A. **AJ 10 Criminology**
      Approved change in textbook
      ~~Piers Beirne and James Messerschmidt, *Criminology*, 5th edition, 2011, Oxford University Press, ISBN: 9780195394764~~.
      Frank Hagen; *Introduction to Criminology: Theories, Method and Criminal Behavior*, 9th edition, Sage Publishing, ISBN#978-1-4833-8917-2.
      Effective: Spring 2017

4. **Action**

A. **Academic Accommodations (Copies attached)**
   Approved Math substitution course list **(Poulsen/Mata: MSCU)**
   Cindy Howe asked that we consider computer classes for substitution. It was agreed that we should approve the list as is and consider the new computer courses proposed when they are approved and also BUS 84 Business Math when it is reactivated.
   Approved AP 5140 **(Mouck/Poulsen: MSCU)**
   The question left to be answered was who the appropriate professional should be in assessing the disability. The information gathered was that a licensed Education/School Phycologist would be appropriate. Cindy Howe stated that according to Title IV the DSPS Coordinator or Learning Disability Specialist at the college is to determine what the disability and accommodation should be. They would not take a doctor's diagnosis as to what the accommodation should be. Consensus was that we would leave it as DSPS Coordinator/LD Specialist is appropriate unless additional information suggests otherwise, at which point a revision can be recommended.
   Approved LCC course substitution petition **(Poulsen/Shannon: MSCU)**

B. **AJ 10 Criminology (Mata/Shannon: MSCU)**
   Approve adding online delivery.
   Online Evaluation
   A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.
   Online Delivery
   Delivery includes the following: online written lectures, forum-based discussions, exercises/assignments contained on website, adding extra resources and other media sources as appropriate.
   Effective: Spring 2017

D. **AGR 4 Agricultural Sales and Communication (Poulsen/Mata: MSCU)**
   Approve new course develop for the new proposed AS degree Entrepreneurship in Food Science
   3.0 units 34 hours lecture 51 hours lab
   Catalog Description
   The study of principles and practices of the selling process: Selling strategies and approaches, why and how people buy, prospecting, territory management and customer service. Self-management, communication, and interpersonal skills necessary in developing leadership qualities and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day to day basis.
   Effective: Spring 2018 pending Chancellor's office approval

E. **AGR 4 Agricultural Sales and Communication (Poulsen/Mata: MSCU)**
Approve adding the discipline of Agriculture and Agriculture Business
Effective: Spring 2018 pending Chancellor's office approval

F. **Associate in Science Degree: Entrepreneurship in Food Science (Poulsen/Mata: MSCU)**
Core: 25 units

Course#	Course Title	Units
AGR 1	Agriculture Accounting	3.0
AGR 4	Agriculture Sales and Communication (new)	3.0
AGR 9	Food Animal Selection	3.0
AGR 10	Animal Science	3.0
AGR 11	Beef Cattle Production	3.0
AGR 12	Animal Health and Disease	3.0
AGR 13	Feeds and Feeding	3.0
AGR 20	Introduction to Plant Science	4.0

Electives: 17 units (courses numbered 1-99)
General Education: 18 Units
Student Learning Outcomes:
Upon completion of the Associate in Science Degree in Agriculture Seeds to Sales the student will be able to:
1. Demonstrate basic principles of accrual accounting on an agriculture business.
2. Demonstrate effective animal husbandry practices, utilizing available nutrients to develop a least cost method of feeding
3. Plan and implement a meat production business from conception to consumer
Effective: Fall 2017 pending Chancellor's office approval

G. **HO 70 Introduction to Medical Assisting I (Poulsen/Haynes: MSCU)**
Approve changing title to Medical Assisting: Core, units from 2 to 4, remove HO 3 as a prerequisite, hours from 34 to 68, revise course description, course SLO's, objectives and content.
Catalog Description
This course is designed to provide ~~specific information and skills~~ entry level skills training required for ~~front office administrative~~ the profession of medical assist~~ants~~ing. The course covers core components required for advancement in both the administration and clincal medical assisting certificate progrom. ~~administrative and clerical functions of an office assistant including patient reception, scheduling appointments, telephone procedures, medical records management, office management, professional conduct and effective communication.~~ This course has been approved for hybrid delivery.
Effective: Pending Chancellor's Office approval.

The curriculum we currently have approved for Medical Assisting falls short of the state requirements for content. HO 70 & 71 where revised and HO 72 created to fill in the gaps and remove the excess in some areas to better prepare the student to take the state exam. The proposed revisions are consistent with recommended medical assisting curriculum provided by the Chancellor's Office and consistent with coursework needed by students planning to seek certification.

H.   **HO 70 Introduction to Medical Assisting I (Poulsen/Haynes: MSCU)**
Approve course for hybrid delivery.
Hybrid Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes, essay forum postings, and chat rooms.
Hybrid Delivery
A combination of traditional classroom and online instruction will be utilized. 34 hours of class time will be dedicated to lecture and will be taught face-to-face by the instructor and the other 34 hours will be instructed online through the technology platform adopted by the District, currently Canvas. Traditional class instruction will consist of examinations and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, lecture posts, exams and online lectures. Adding extra resources and other media sources as appropriate.

Effective: Pending Chancellor's Office approval.

I.   **HO 71 Introduction to Medical Assisting II (Shannon/Lewis: MSCU)**
Approve changing title to Medical Assisting: Administrative, units from 2 to 6, remove HO 3 as a perquisite, hours from 34 lecture to 68, add 102 lab hours, revise course description, course SLO's, objectives, content, add hybrid delivery. ~~This course introduces and instructs Allied Health students in the use of accounting systems for medical and dental offices (including the pegboard and computerized accounting systems) and health insurance procedures. Emphasis is placed on medical accounting terminology, ledgers, methods used in payroll accounting, preparation of account charts and correct completion of benefit and claim forms. This course also prepares students to work with insurance forms in medical offices, hospitals and other clinical settings and in the proper use of procedural and diagnostic coding utilizing the most current editions of Physicians Current Procedural Terminology and International Classification of Diseases.~~ This course is designed to provide entry level information and skill training required for the profession of Administrative Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Administrative Specialty. Course content will include course work in

medical office reception, records, finance, insurance billing, and office management. This course has been approved for hybrid delivery.
Effective: Pending Chancellor's Office approval.

J.   <u>**HO 71 Introduction to Medical Assisting II (Shannon/Lewis: MSCU)**</u>
Approve course for hybrid delivery.
Hybrid Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes, essay forum postings, and chat rooms.
Hybrid Delivery
A combination of traditional classroom and online instruction will be utilized. 34 hours of class time will be dedicated to lecture and will be taught face-to-face by the instructor and the other 34 hours will be instructed online through the technology platform adopted by the District, currently Canvas. 102 hours will be dedicated to Lab with 34 hours taught face-to-face in the clinical skills lab, 34 hours consisting of a community Clinical Rotation and 34 hours of online clinical skill competencies through the technology platform adopted by the District, currently Canvas. Traditional class instruction will consist of examinations and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, lecture posts, exams, online lectures, and computerized clinical skill competencies. Adding extra resources and other media sources as appropriate.
Effective: Pending Chancellor's Office approval.

K.   <u>**Medical Assisting: Clinical COA (Shannon/Lewis: MSCU)**</u>
Approve removal of HO 88 so students ready completed the HO 80's courses can be awarded certificate. We are not able to offer HO 88 at this time.
Certificate of Accomplishment in Clinical Medical Assistant
~~14~~ 10.5 units

Course Title	Units
HO 3 Medical Terminology	3.0
HO 54 Structure and Function of the Human Body	3.0
HO 82 Principles of Infection Prevention and Sterile Technique	1.5
HO 84 Introduction to Patient Care	2.0
HO 85 Diagnostic Testing	1.0
~~HO 88 Phlebotomy~~	~~3.5~~

Effective: 2015-2016 Catalog
We are not offering HO 88 at this time, removal of HO 88 will allow the students who have already taken the courses to be awarded the certificate so they can take the state exam.

5.   <u>**Discussion**</u>

A. **<u>CA 33 Word Processing Applications for Business</u>**

New Course 3.0 units 25.5 Hours Lecture, 76.5 Hours Lab Scheduled: Fall
CA 33 will replace existing computer application word processing requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Word application.

Catalog Description

This course covers a recent version of Microsoft Word for students who have a basic understanding of computers and desire comprehensive knowledge of a business tool to view, edit and create professional looking business documents. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Word application.
Effective: Fall 2017

B. **<u>CA 34 Spreadsheet Applications for Business</u>**

New Course 3.0 units 25.5 Hours Lecture, 76.5 Hours Lab
Scheduled: Spring
CA 34 will replace existing computer application requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Excel application.

Catalog Description

This course covers a recent version of Microsoft Excel for Windows for students who have an understanding of computers and desire comprehensive knowledge of a business tool used to organize, edit, and present data using spreadsheets. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Excel application.
Effective: Fall 2017

C. **<u>CA 35 Presentation Applications for Business</u>**

New Course 1.5 units 12.75 Hours Lecture, 38.25 Hours Lab
Scheduled: Spring
CA 35 will replace existing computer application requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Powerpoint application.

Catalog Description

This course covers a recent version of Microsoft PowerPoint for students who have a basic understanding of computers and desire an understanding of the strategies applied to planning, preparing, and creating high-quality business presentations. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft PowerPoint application.

Effective: Fall 2017

D. **CA 37 Email and Calendar Applications for Business**
New Course 1.5 units 12.75 Hours Lecture, 38.25 Hours Lab
Scheduled: Fall
CA 37 will replace existing computer application requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Outlook application.
Catalog Description
This course covers a recent version of Microsoft Outlook for students who have a basic understanding of computers and desire comprehensive knowledge of a business tool to organize and manage email messages, appointments, meetings, contacts and tasks. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Outlook application.
Effective: Fall 2017

E. **BUS 19 Office Procedures**
Discuss change in course title to Office Administration minor additions to course outline, removal of outdated course outline items and update textbook.
Effective: Fall 2017

F. **BUS 84 Business Mathematics**
Discuss reactivation of course with additional detail in outline content and update textbook.
Effective: Fall 2017

G. **Associate in Science Degree Office Administrative Assistant**
Discuss changing title to Administrative Office Technician, adding and deleting course. Existing program courses were outdated and did not reflect industry needs for skills and knowledge related to, technology, computer applications, mathematics, and customer service. New program title reflects changes in content and industry demands for greater technical skills.
Associate in Science Degree ~~Office~~ Administrative Office Technician ~~Assistant~~

Total units for the Associate in Science Degree: 60 units
Required Core Courses: 42
Complete the following ~~25~~ 23 units

Course No	Course Title	Units	Course No	Course Title	Units
~~BUS 1A~~	~~Accounting Principles Financial~~	4.0		Business	3.0
~~BUS 10~~	~~Human Resource Management~~	3.0	CA 34	Spreadsheet Applications for Business	3.0
BUS 13	Basic Accounting	3.0	CA 35	Presentation Applications for Business	1.5
BUS 19	Office Procedures	3.0	CA 37	Email and Calendar Application For Business	1.5
~~BUS 22~~	~~Business Law~~	3.0	~~BUS 34A~~	~~Microsoft Word Beginning~~	3.0
BUS 27	Business Communications	3.0	~~BUS 34B~~	~~Microsoft Word Advanced~~	3.0
BUS 78	The Customer Service Advantage	1.0	~~CA 31~~	~~Computer Applications~~	2.0
BUS 84	Business Math	3.0			
CA 33	Word Processing Applications for				

COT 52 Keyboard-Level 2   1.0

Required Electives: ~~17~~ **19 units**

The student may select from any of the following Business, Computer Applications, or Computer Office Technology courses

~~Business Courses~~

BUS 1A	Accounting Principles-Financia1	4.0	BUS 77	Financing the Small Business Venture	1.0
BUS 1B	Accounting Principles-Managerial	4.0	BUS 79	Computer Information Systems for Small Business Ventures	2.0
BUS 1C	Federal Income Tax	3.0	CS 1	Computer Literacy	3.0
BUS 2	Introduction to Business	3.0	ECON 10	Macro-Economics	3.0
BUS 10	Human Resource Management	3.0	ECON 11	Micro-Economics	3.0
~~BUS 13~~	~~Basic Accounting~~	~~3.0~~	**~~Computer Applications Courses~~**		
~~BUS 18~~	~~Records Management~~	~~3.0~~	~~CA 32~~	~~Computer Applications II~~	~~2.0~~
BUS 22	Business Law	3.0	~~CA 54~~	~~Basic Computer Maintenance~~	~~2.0~~
BUS 25	Small Business Management	3.0	~~CA 55~~	~~Using a Word Processor~~	~~0.5~~
BUS 49	Business Work Experience	1.0-~~8~~4.0	~~CA 56~~	~~Using a Spreadsheet~~	~~0.5~~
			~~CA 57~~	~~Using a Database~~	~~0.5~~
BUS 50	Principles of Social Media Marketing	3.0	~~CA 59~~	~~Microsoft Windows~~	~~2.0~~
BUS 51	Introduction to Marketing	3.0	**~~Computer Office Technology~~**		
BUS 75	Planning and Launching a New Business Venture	1.0	~~COT 50~~	~~Keyboarding, Level 1~~	~~1.0~~
			~~COT 59~~	~~Business Machines: 10-Key~~	~~1.0~~
BUS 76	Marketing the Small Business Venture	1.0			

   General Education Requirements: 18 units
   Effective: Fall 2017

   The Office Administrative Assistant degree has been revised to bring courses up to date and to better reflect industry needs for skills and knowledge related to technology, computer applications, mathematics, and customer service.

  H. **HO 72 Medical Assisting: Clinical**
    New course 6.0 units 68 hours lecture 102 hours lab
    Catalog Description
    This course is designed to provide entry level information and skill training required for the profession of Clinical Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Clinical Specialty. Course content will include course work in medical office exam room procedures, specialty procedures, pharmacology, minor office surgery, laboratory procedures, nutrition and patient education.
    Effective: Pending Chancellor's Office Approval

  I. **Medical Assisting Certificates (Copy of revisions attached)**
    Discuss changes in the Administrative Medical Assisting COA, Clinical Medical Assisting COA, and Medical Assisting CA.
    Revise certificates to reflect the revised courses HO 70 & 71 and new course HO 72. Bring back for action and forward to board after being reviewed and approved by the Allied Health advisory committee.

  6. **Future Dates**
    Curriculum/Academic Standards Meeting 2016-2017 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)

     Note: Additional meetings may be scheduled as needed.

Fall	Spring
Nov 1st & 15th	Jan 17th & 31st
Dec 6th	Feb 21st
	March 7th & 21st
	April 4th & 18th
	May 2nd & 16th

7. **Information**

   Cheryl attended a NFN curriculum workshop. It had been discussed that CTE have a different process for approval, which was derailed. A workshop was done where colleges compared their course and program process for approval which revealed our process is pretty clear and not as timely as other colleges.

   A note added to the course substitutions and accommodations: maybe we should have a sub-committee that works with DSPS to discuss accommodations.

   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
   Gunsmithing-Sept 2015
   Administration of Justice-Sept 2016
   Agriculture-Sept 2016
   Automotive Technology-Sept 2016
   Business-Sept 2016
   Child Development-Sept 2016
   Digital Graphic Design-Sept 2016
   Fine Arts- Sept 2016
   Humanities-Sept 2016

Any Person Having Business Not on the Agenda

Adjournment @ 4:05 (Poulsen/Shannon: MSCU)

Future Agenda