



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
December 5, 2017 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3.06 pm

Members Present:

Ms. Cheryl Aschenbach
Dr. Larry Buckley, Interim Vice President of Academic Services
Ms. Roxanna Haynes
Mr. Chad Lewis
Ms. KC Mesloh
Ms. Fran Oberg
Mr. Tom Rogers
Mr. Orlando Shannon, Vice Chair
Ms. Alison Somerville, Articulation Officer, Chair

Members Absent:

Mr. Christopher Baker
Ms. Laura Greer
Mr. Jacob Hibbitts-ASB Representative
Ms. Susan Kelley-CSEA Alternate
Ms. Joesetta Mata
Ms. Susan G. Mouck
Ms. Christi Myers

Guests:

Ms. Shar Murphy
Dr Shuntay Taylor-Interim Dean of Academic Services

1. **Agenda Approval (Mesloh/Haynes with addition to item D CSUGE/IGETC submissions: MSCU)**
2. **Approved Meeting Minutes: November 17, 2017 meeting (Aschenbach/Mesloh: MSC Lewis Abstained)**
Information only: November 7, 2017 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **FS 70A Single Resource Academy**
Approved correcting units from 2.5 to 2.0.
There are not enough hours to be 2.5 units.
Effective: Spring 2018

B. BUS 27 Business Communications

Approved changing the TOP Code 150100 English to 050100 Business and Commerce, General. With the change in the English requirement to English 1 course is no longer equivalent.

Effective: Spring 2018

Cleaning up inventory at the Chancellor's Office.

4. Action

A. FS 72A First Responder-Hazardous Materials (Aschenbach/Lewis: MSCU)

Approved changing the name to HazMat First Responder Operations Refresher. To be consistent with agency names.

Effective: Spring 2018

B. HO 3 Medical Terminology (Mesloh/Haynes: MSCU with correction.

Approved adding online as method of delivery.

Online Evaluation

Online evaluations will be used, such as ~~(1)~~ online quizzes, essay forum postings, chat rooms and email communications.

Online Delivery

Online instruction will be utilized. 51 hours will be instructed online through the technology platform adopted by the District. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, exams and online lectures. Adding extra resources and other media sources as appropriate.

Effective: Fall 2018

Remove (1) not usually on the course outline.

C. Automotive Chassis and Maintenance Certificate of Completion (Buckley/Mesloh: MSCU)

Approved new non-credit certification of completion.

We recently added two noncredit courses to the automotive curriculum, AT 150 Automotive Maintenance and AT 151 Automotive Chassis System. These courses need to be tied together for a student to present to a potential employer for entry level jobs.

Automotive Chassis and Maintenance Certificate of Completion: 102 hours

AT 150 Automotive Maintenance 51 hours

AT 151 Automotive Chassis System 51 hours

Effective: Fall 2018

Why are we choosing non-credit?

Geared to entry level work skills. Grant through AEBG to purchase equipment.

Is there a community audience? Hopefully this will be an entry level for students to get jobs and will than encourage students to take more classes to further their skills.

Worked with state non-credit chair to promote non-credit certificates.

D. CSU GE and IGETC submissions

Approved submissions.

Course	CSU GE AREA	IGETC Area
BIOL 32L General Biology with Laboratory	B2 & B3	5B w/Lab
SOC 3 Family Relations	D0	4J

Effective: Fall 2017

In the future once approved they will not be able to be retroactive. Next December's submission will be effective Fall 2019.

SOC 3 is already in area E. This to add it to area D.

BIOL 32L changed units. This is where we submit the change. Is everyone wanting to take the lab? How are our sister colleges offering it? What do our transfer partners expect? Some feel Biology is taught better with a lab. Classes with a lab meet transfer requirements. BIOL-32 is active. Not all students need the lab. It was thought that 32 & 32L would be offered alternately. Not sure why this didn't happen this year. Faculty workload might have been a factor. Workload issues shouldn't be the driving force. There should be an advising plan on this. Frustration that the UC approval process is slow because their approval is needed for IGETC submission.

5. Discussion

None

6. Future Dates

Curriculum/Academic Standards Meeting 2017-2018 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)

Note: Additional meetings may be scheduled as needed.

Spring

January 30th

February 20th

March 6th & 20th

April 17th

May 1st & 15th

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

Agriculture-Sept 2016

Child Development-Sept 2016

Humanities-Sept 2016

Basic Skills – Sept 2017

Gunsmithing – Sept 2017

Human Services – Sept 2017
Allied Health – Sept 2017
Welding – Sept 2017

Any Person Having Business Not on the Agenda

Tom Rogers had a question about FS-61. Are we doing away with it? He was referred to the division chair for Fire Science, Kory Konkol.

Adjournment: 3:30 (Lewis/Haynes)

Future Agenda

FS 50 Company Officer (2B) General Administrative Functions

FS 96 Low Angle Resource Operations

Adding Art 21 to Studio Arts degree

Administrative Procedure to define minimum number of units and out of hours on an outline

APPROVED