



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
March 6, 2018 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order

Members:

Ms. Cheryl Aschenbach
Dr. Larry Buckley, Interim Vice President of Academic Services
Ms. Laura Greer
Ms. Roxanna Haynes
Mr. Jacob Hibbitts-ASB Representative
Ms. Susan Kelley-CSEA Alternate
Mr. Chad Lewis
Ms. Joesetta Mata
Ms. KC Mesloh
Ms. Susan G. Mouck
Ms. Christi Myers
Ms. Fran Oberg
Mr. Tom Rogers
Mr. Orlando Shannon, Vice Chair
Ms. Alison Somerville, Articulation Officer, Chair

1. **Agenda Approval** (page 3)
2. **Approve Meeting Minutes: February 20, 2018 meeting** (page 12)
Information only: December 5, 2017 Approved Minutes (page 16)
3. **Action taken by Curriculum Subcommittee**
 - A. **AJ 11 Youth Gangs in America** (page 20)
Approved changing SAM code to possibly occupational, the TOP Code of Administration of Justice cannot be non-occupational
Effective: Fall 2018
 - B. **AJ 56 Spanish for Law Enforcement** (page 21)
Approved changing SAM code to non-occupational, the TOP Code of Spanish cannot be possibly occupational
Effective: Fall 2018
 - C. **ART 1A, ART 1B, ART 23, ART 28 & ART 50** (page 22)
Approved changing SAM code to possibly occupational, the TOP Code of Art cannot be non-occupational

Effective: Fall 2018

D. ART 18 Advanced Life Drawing (page 23)

Approved changing hours from 34 lab hours to 51 lab hours.
In the fall of 2007 the lecture component was removed from the course.
Course was 17 hours lecture 51 hours lab 2 units. The course was incorrectly changed to 1 unit 34 hours lab instead of one unit 51 hours lab.
Effective: Fall 2018

E. DS 120 Adaptive Fitness (page 24)

Approved changing SAM code to non-occupational, the TOP Code of Special Education cannot be possibly occupational
Effect: Fall 2018

F. ECON 10 Macroeconomics and ECON 11 Microeconomics (page 25)

Approved changing SAM code to non-occupational, the TOP Code of Economics cannot be possibly occupational
Effect: Fall 2018

G. FILM 1 History of Cinema (page 26)

Approved changing SAM code to non-occupational, the TOP Code of Film Cinema cannot be possibly occupational
Effect: Fall 2018

H. HLTH 25 Understanding Nutrition (page 27)

Approved changing SAM code to non-occupational, the TOP Code of Health Education cannot be clearly occupational
Effect: Fall 2018

4. Action

A. COCI (Chancellor's Office Inventory)

Approve inactivation of courses in COCI that are locally inactive.
Effect: Spring 2018

B. ART 35 Glass Design and ART 130 Mural Painting Workshop (page 28)

Approve inactivation of courses. Courses have not been offered in more than four years.
Effective: Spring 2018

C. BUS 2 Introduction to Business (page 29)

Approve changing textbook to an OER book and adding "Online Resource Book, student will be able to access book online or may request a printed copy from the book store for a fee"

Ferrell, Hirt, and Ferrell, *Business: A Changing World*, 9th edition, 2013, Thomson, ISBN 9780078023132

Skipak, Stephen J. *Fundamentals of Business*, 2016, ISBN: (B&W): 978-0-9979201-1-6; (Color): 978-0-9979201-0-9
<https://vtechworks.lib.vt.edu/bitstream/handle/10919/70961/Fundamentals%20of%20Business%20%28complete%29.pdf?sequence=4&isAllowed=y>
Effective: Fall 2018

D. BUS 10 Human Resource Management (page 30)

Approve changing textbook to an OER book and adding “Online Resource Book, student will be able to access book online or may request a printed copy from the book store for a fee”

Reece, Brandt & Howie, *Effective Human Relations*, 12th edition, 2013, South-Western Cengage Learning, ISBN- 9781133960836

Portolese Dias, L., *Beginning Management of Human Resources v. 1.0*, 2016, ISBN: 978-1-946135-11-7

<http://open.lib.umn.edu/humanresourcemanagement/>

Effective: Fall 2018

E. BUS 27 Business Communications (page 31)

Approve changing textbook to an OER book and adding “Online Resource Book, student will be able to access book online or may request a printed copy from the book store for a fee”

~~Guffey and Loewy, *Business Communication – Process and Product*, 2015, Cengage Learning, ISBN: 9780538466257 [eBook ISBN: 9781285094069].~~

Unnamed Author, (2017). *Business Communication for Success, Online Resource Book*, ISBN: 978-1-946135-05-6

<http://open.lib.umn.edu/businesscommunication/>

Effective: Fall 2018

F. FS 51 Introduction to Fire Careers (page 32)

Approve increase lecture by 1 hours. A one unit lecture requires 17 hour course is currently 16.

Effective: Fall 2018

G. FS 60A Basic Fire Crew Fighter (page 33)

Approve increasing lecture by 1 hour. A three unit lecture requires 51 hours course is currently 50 hours lecture.

Approve: Spring 2018

H. PEAC 2B Preseason Skills for Soccer (page 34)

Approve increase lab by 1.5 hours. A 0.5 unit lab class requires 25.5 hours course is currently 25 hour lab.

Effective: Summer 2018

I. PEAC 6B Preseason Skills and conditioning for Wrestling

Approve increase lab by 1.5 hours. A 0.5 unit lab class requires 25.5 hours course is currently 25 hour lab.

Effective: Summer 2018

- J. PEAC 9B Preseason Skills and conditioning for Volleyball**
Approve increase lab by 1.5 hours. A 0.5 unit lab class requires 25.5 hours course is currently 25 hour lab.
Effective: Summer 2018
- K. PEAC 5B Preseason Skills and conditioning for Basketball** (page 35)
Approve increase lab by 0.5 hours. A 1.5 unit lab class requires 76.5 hours course is currently 76 hour lab.
Effective: Summer 2018
- L. VN 50 Pharmacology** (page 36)
Approve adding hybrid delivery
Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.
Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District.
Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018
- M. VN 50 Pharmacology**
Approve change in description, assignments, evaluation and books.
Effective: Fall 2018
- N. VN 51 Nursing Fundamentals** (page 43)
Approve adding hybrid delivery
Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.
Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District.
Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018
- O. VN 51 Nursing Fundamentals**
Approve change in description, assignments, evaluation and books.
Effective: Fall 2018
- P. VN 52 Clinical Lab 1** (page 49)
Approve adding hybrid delivery

Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery

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Effective: Fall 2018

Q. VN 52 Clinical Lab 1

Approve change in description, assignments, evaluation, books and supplies.

Effective: Fall 2018

R. VN 53 Adult Nursing Theory

(page 56)

Approve adding hybrid delivery

Hybrid Delivery Evaluation

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Hybrid Delivery

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Effective: Fall 2018

S. VN 53 Adult Nursing Theory

Approve change in description, co-requisite, assignments, evaluation and books.

Effective: Fall 2018

T. VN 54 Clinical Lab II

(page 62)

Approve adding hybrid delivery

Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery

Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018

- U. VN 54 Clinical Lab II**
Approve change in description, co-requisites, assignments, evaluation, books and supplies.
Effective: Fall 2018
- V. VN 55 Nursing Leadership and Professional Development** (page 70)
Approve adding hybrid delivery
Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.
Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018
- W. VN 55 Nursing Leadership and Professional Development**
Approve change in description, co-requisites, assignments, evaluation and books.
Effective: Fall 2018
- X. VN 56 Clinical Lab III** (page 74)
Approve adding hybrid delivery
Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.
Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018
- Y. VN 56 Clinical Lab III**
Approve change in description, prerequisites, assignments, evaluation, books and supplies.
Effective: Fall 2018
- Z. VN 57 Maternity Nursing** (page 81)
Approve adding hybrid delivery
Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery

Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018

AA. VN 57 Maternity Nursing

Approve change in description, prerequisites, assignments, evaluation and books.

Effective: Fall 2018

BB. VN 58 Pediatric Nursing

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Approve adding hybrid delivery

Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery

Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018

CC. VN 58 Pediatric Nursing

Approve change in description, prerequisites, assignments, evaluation and books.

Effective: Fall 2018

DD. VN 59 IV Therapy and Blood Withdrawal

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Approve adding hybrid delivery

Hybrid Delivery 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 and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery

Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018

EE. VN 59 IV Therapy and Blood Withdrawal

Approve change in description, prerequisites, co-requisites, add 1 hour of lecture, assignments, evaluation and books.

Effective: Fall 2018

FF. VN 60 NCLEX Review

(page 99)

Approve adding hybrid delivery

Hybrid Delivery Evaluation

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Hybrid Delivery

Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018

GG. VN 60 NCLEX Review

Approve change in title, description, prerequisite, SLO, assignments, evaluation and books.

Effective: Fall 2018

5. Discussion

A. Certificate of Achievement in Small Business Management

(page 104)

Total Units for Certificate of Achievement: 15 units

Course#	Course Title	Units
BUS 2	Introduction to Business	3.0
BUS 10	Human Resource Management	3.0
BUS 22	Business Law	3.0
BUS 25	Small Business Management	3.0
BUS 27	Business Communications	3.0

Student Learning Outcomes

Upon completion of Certificate of Achievement in Small Business Management

Student will be able to:

1. Demonstrate an understanding of contemporary business principles, practices and organizational structures.
2. Write, proofread and revise common business communications.
3. Define common business terms, ideas, phrases and integrity as it applies to business stakeholders.
4. Demonstrate a basic understanding of the legal framework that surrounds contemporary U.S. business.
5. Identify human resource issues and their economic costs and benefits.

B. Inactivation of courses that have not been offered for several years

C. Who might want to go to the curriculum institute in July

D. Should Non-credit courses be tracked on the transcripts

They are not now

E. **Revisit hybrid definition for incarcerated students** (page 109)

F. **Curriculum and Academic Standards Charge** (page 110)
Review Curriculum and Academic Charge.

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
March 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

Administration of Justice Sept 2018
Agriculture – Sept 2014, 2016, 2018
Allied Health – Sept 2017
Automotive Technology Sept 2018
Basic Skills – Sept 2017
Business Sept 2018
Child Development-Sept 2016, 2018
Digital Graphics 2018
Human Services-Sept 2015, 2017
Humanities-Sept 2016
Gunsmithing – Sept 2017
Welding – Sept 2017

Any Person Having Business Not on the Agenda

Adjournment

Future Agenda

Adding Art 21 to Studio Arts degree

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