



Notice of Regularly Scheduled Meeting
September 4, 2018 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:02

Members Present:

Ms. Cheryl Aschenbach
Mr. Christopher Baker
Mr. Tom Downing
Ms. Roxanna Haynes
Mr. Kory Konkol
Ms. Susan Kelley-CSEA Alternate
Mr. Chad Lewis
Ms. KC Mesloh
Ms. Fran Oberg
Mr. Mark Sabo
Mr. Orlando Shannon, Vice Chair
Ms. Alison Somerville, Articulation Officer, Chair

Members Absent:

ASB Representative
Ms. Shawn Hubbard
Dr. Gregory South, Vice President of Academic Services

Guest:

Yuting Lin

1. Agenda Approval (Haynes/Oberg: MSCU)

2. Approve Meeting Minutes: May 15, 2018 meeting (Haynes/Mesloh: MSC with Downing, Sabo, and Baker abstained)

Information only: May 1, 2018 Approved Minutes

3. Action taken by Curriculum Subcommittee

A. ES 1 Ethnic Minorities in America

Approved textbook edition change.

Schaefer, Richard T., *Racial and Ethnic Groups*, 13⁵th edition, 2014~~9~~, Pearson Publishing Education, ISBN 978-0-205-84233-9 ~~9780134732855~~.

Effective: Fall 2019

B. Hybrid for CHEM 1A General Chemistry 1 & CHEM 45 Into to Inorganic Chemistry.

Approved hybrid delivery for CHEM 1A and CHEM 45 for 2018FA semester only. The new biology instructor was able to meet with the classes the first day of the semester.

Effective: Fall 2018 only

This would normally be an action item for the committee. This is only for this semester because of the limited time we had for the hiring of the new chemistry instructor. The hybrid will be used to make up the lecture time missed. If Yuting Lin decides she would like to keep using hybrid she would need to bring it back to committee for action.

4. Action

A. **Approve the Nomination and Election of 2018-2019 Curriculum and Academic Standards Committee Chair (Mesloh/Aschenbach: MSCU)**
Aschenbach nominated Lewis

B. **Approve the Nomination and Election of 2018-2019 Curriculum and Academic Standards Committee Vice Chair (Mesloh/Aschenbach: MSCU)**
Downing nominated Baker

C. **Approve the Meeting Schedule for the 2018-2019 Curriculum and Academic Standards Committee meetings schedule. (Lewis/Aschenbach: MSCU)**
December 18th finals week, January 15th is the 1st day of spring semester, January 29th is the 5th Tuesday in January, and February 5th is convocation.

Fall

September 4th & 18th
October 2nd & 16th
November 6th & 20th
December 4th

Spring

January 29th
February 19th
March 5th & 19th
April 2nd
May 7th

D. **Appoint 1 member to the Distance Education review committee (Aschenbach/Baker: MSCU)**

This committee was formed as a subcommittee to this committee in preparation for the accreditation midterm report to review online courses and distance education handbook. It had a slow start. Need to keep the recommendations of the committee separate from faculty evaluation.

Aschenbach nominated Haynes

E. **ART 10A, 10B, 10C, 10D Painting (Oberg/Downing: MSCU)**

Approved adding required supplies to the course outline and the estimated cost of supplies in the course description.

Effective: Fall 2018

If there is extra cost for the students we need to make it clear on the course outline and the course description. EOP&S cannot pay for the supplies if they are not listed on the course outline.

F. MUS 12 Music Appreciation (Lewis/Haynes: MSCU)

Approve changing textbook to two OER textbooks and adding to description
“This course uses a free Open Educational Resource textbook.”

~~Kamren, Roger, *Music an Appreciation/Brief* 7th edition, 2011, McGraw Hill, ISBN 97800078025099~~

Clark, N. Alan; Heflin, Thomas; Kluball, Jeffrey; and Kramer, Elizabeth;
Understanding Music: Past and Present, 2015. Fine Arts Open Textbooks.
Available in class Canvas section (free), online (free) at
<https://oer.galileo.usg.edu/arts-textbooks/1> or LCC Bookstore (minimal cost
for printing). ISBN 9781940771335

Douglas Cohen, Emily Fairey, Alan Ashton. *Music Appreciation: It's
Language, History and Culture*. OpenStax CNX 2015. Available in class Canvas
section (free), online (free) at
https://cnx.org/contents/OSImt_cO@1.1:SeNLMAuf@1/Cover-and-Frontmatter;
or LCC Bookstore (minimal cost for printing). ISBN: 9780991388707

Effective: Fall 2019

This is made effective 2019FA because it is a transfer level course. We don't
want it to effect articulation.

5. Discussion

Change in title 5 regulation

We have 5 COA's that this regulation effects

Animal Science 16.5 units

Gunsmith Machinist and Metal Finishing 16 units

Long Gun 16 units

Pistolsmith 16 units

Riflesmith 16 units

*The units for a certificate of Achievement have been lowered to 16 units by
chancellor's office.*

*We need to discuss this with the faculty members if they would like to lower the units
to keep it a certificate of accomplishment.*

*If they become certificate of achievement they would need to go to the Chancellor's
office with a narrative that includes:*

- *Program goals and objectives*
- *Catalog description*
- *Program requirements*
- *Master planning/how it fits in the master planning*
- *Enrollment and completer projections*
- *Place of program in curriculum/similar programs*
- *Similar programs at other colleges in service area/justification for need.*

*Also since they are CTE programs we would also need current labor market
information and analysis, advisory committee recommendation/minutes.*

6. Future Dates

Curriculum/Academic Standards Meeting 2018-2019 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)

Note: Additional meetings may be scheduled as needed.

Fall

September 18th
October 2nd & 16th
November 6th & 20th
December 4th

Spring

January 29th
February 19th
March 5th & 19th
April 2nd
May 7th

Information

Community Service

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Jewelry

Basic jewelry making using basic tools and raw materials.

9/3/18 to 12/21/18

Monday & Wednesday 5:00pm to 9:00pm

Room CA-102

Changes in degrees, certificates and general education

With the cancelation of the 30 courses in the spring these are the changes that were made to the Degrees, Certificates and General Education Areas.

AA-AJ Removed AJ 52C & 53 from electives

CA-AJ Removed AJ 52C & 53 from electives

COA-AJ Reserve Officer Inactivate

COA Horsemanship removed AGR 24 from electives

AS-Accounting remove CA 54, CA 59 & CA 57 from electives

AS-FS removed FS 55 & FS 88 from electives

CA-FS removed FS 55 & FS 88 from electives

GE Area A removed ASTR 1, GEOG 1

GE Area B removed JOUR 4

GE Area C removed MUS 1, SPAN 50, JOUR 5

GE Area D2 removed MATH 1C, JOUR 1, PHIL 2

GE Area E2 removed PEAC 14

CSUGE Area A removed PHIL 2

CSUGE Area B removed ASTR 1, GEOG 1 & MATH 1C

CSUGE Area D removed Jour 4

IGETC Area 2 removed MATH 1C

IGETC Area 5 removed ASTR 1 & GEOG 1

AA-T Kinesiology removed PE 14

SS.US.AA removed JOUR 4

SS.GS.AA removed JOUR 4

NAT.SC.US.AA removed ASTR 1 & GEOG 1

NAT.SC.GS.AA remove ASTR 1 & GEOG 1

AA.US PE removed PEAC 14

AA.GS.PE removed PEAC 14

AA-T English removed JOUR 1

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
Human Services-Sept 2015, 2017
Humanities-Sept 2016
Gunsmithing – Sept 2017
Physical Education – Sept 2018
Welding – Sept 2017

Any Person Having Business Not on the Agenda

Downing asked about IPR's.

He has an IPR due in September 2018. He is a new instructor and it is not expected that he will complete it by the deadline.

Since Randy Joslin was hired (Director of Institutional Effectiveness) there will be more help for faculty members collecting the data for the IPR.

They are due in September because the IPR's feed directly into the budget process/master plan that is due in October.

Adjournment @ 3:39 (Baker/Konkol: MSCU)

Future Agenda

Adding Art 21 to Studio Arts degree

Revisit courses not offered for more than 5 years

Small Business Management CA