**AGENDA**

**1. Call to order**

**2. Roll**

**3. Approval of the minutes of January 21, 2010**

**4. Introduction of visitors**

**5. Old Business**

 **A. BUSINESS DEPARTMENT**

 **1. Course Modification effective spring 2010 (T. Ensz)**

 **Office Technology 260C Upgrade your Skills to Word 2007, 1 unit, 18 lecture hours, pass/no pass option.**

 Revised title to ***Using Word,***  units to ***.5,*** lecture hours to ***9,*** and catalog description.

 **2. New Office Technology Topics effective spring 2010 (T. Ensz)**

 **a. Office Technology 260D Using Excel, .5 unit, 9 lecture hours, pass/no pass option**

This course is designed for anyone who wishes to develop an understanding of the basic operations of Microsoft Excel spreadsheets, and how to apply that understanding to real-world topics. Topics may include discovering the difference between earlier versions of Excel and the current version, and may also include creating and formatting worksheets, using formulas and functions, and creating graphs.

 **b. Office Technology 260 Using PowerPoint, .5 unit, 9 lecture hours, pass/no pass option**

 This course is designed for anyone who wishes to develop an understanding of the basic operations of Microsoft PowerPoint, and how to apply that understanding to real-world topics. Topics may include discovering the difference between earlier versions of PowerPoint and the current version, and may also include creating, formatting and editing slides, using transitions, using design templates, using clip art and graphics, and using video/sound in a presentation.

**6. New Business**

 **A. FINE ARTS & SOCIAL SCIENCE DEPARTMENT**

**1. Course Deletions effective spring 2010 (J. Ledgerwood)**

 **a. Art 130A Computer Drawing and Design I, 3 units**

 This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes.

 **b. Art 141 Computerized Multimedia, 3 units**

This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes.

 **c. Art 142 Computer Animation/3D, 3 units**

This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes.

 **d. Art 144 Digital Video Editing, 3 units**

This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes.

 **B. COMPOSITION, LITERATURE & COMMUNICATION DEPARTMENT**

 **1. Course Deletions effective fall 2010 (E. Apperson)**

 **a. English 72B Tutoring Writing Across the Curriculum and Online, 2 units**

 No longer in use

 **b. English 72C Walk-in Tutoring Theory & Practice, 2 units**

 No longer in use

 **c. English 254 Sentence Writing, 2 units**

 No longer in use

 **C. INDUSTRIAL TECHNOLOGY DEPARTMENT**

 **1. Course Modifications effective fall 2010 (K. Zielke)**

 **a. Aviation Maintenance Technology 3 Aviation Maintenance Technology**

Revised Basic Skills Advisories to ***Eligibility for English 125, 126, and Mathematics 101***, Prerequisites to ***none***, catalog description, course outcomes, objectives, content outline, texts, and grading.

 **b. Aviation Maintenance Technology 4 Aviation Maintenance Technology**

Revised Basic Skills Advisories to ***Eligibility for English 125, 126, and Mathematics 101***, Prerequisites to ***none***, catalog description, course outcomes, objectives, content outline, texts, and grading.

 **2. Prerequisite/Advisory Modifications effective fall 2010 (K. Zielke)**

 **a. Aviation Maintenance Technology 3 Aviation Maintenance Technology**

Revised Basic Skills Advisories to ***Eligibility for English 125, 126, and Mathematics 101***, Prerequisites to ***none***.

 **b. Aviation Maintenance Technology 4 Aviation Maintenance Technology**

Revised Basic Skills Advisories to ***Eligibility for English 125, 126, and Mathematics 101***, Prerequisites to ***none***.

 **3. New Course Proposals effective fall 2010 (K. Zielke)**

 **a. Aviation Maintenance Technology 5A, 14 units, 10 lecture hours, 10 lab hours, grading scale only. Basic Skills Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Aero 5A meets FAA Airframe and Powerplant system requirements including; Cabin Atmosphere Control Systems, Hydraulic and Pneumatic Power Systems, Aircraft Fuel Systems, Fuel Metering Systems, Engine Fuel Systems, Aircraft Landing Gear Systems, Position and Warning Systems, Fire Protection Systems, Engine Fire Protection Systems, Engine Instrument Systems, Engine Electrical Systems. Completion of all of the Aero course sequences (Aero 1, 3, 4, 5A & 5B) qualifies the student for Licenser eligibility to maintain all aircraft Airframes and Powerplants.

 **b. Aviation Maintenance Technology 5B, 4 units, 5 lecture hours, 5 lab hours, grading scale only. Basic Skills Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Aero 5B meets FAA Airframe and Powerplant system requirements including; Aircraft Assembly and Rigging and Ice/Rain Control. Completion of all of the Aero course sequences (Aero 1, 3, 4,5A & 5B) qualifies the student for Licenser eligibility to maintain all aircraft Airframes and Powerplants.

**8. Other**

**9. Adjournment**