**Minutes**

**1. Call to order**

**2. Roll**

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

Approved minutes with change of Cynthia MacDonald from absent to present.

**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 260E 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.

Approved course modification for Office Technology 260E and new coursed Office Technology 260D and 260E effective spring 2010.

**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.

Approved course deletions for Art 130A, 141, 142, and 144 effective spring 2010.

**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

Approved course deletions for English 72B, 72C and 254.

**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***.

Department is modifying courses to allow students be moved into second year classes to try and get the student/instructor ratio up. Each course can stand alone and students can be successful in each course.

It was questioned how AERO 3 would be different from AERO 1. Instructors will start with more explanation of regulations that are covered in AERO 1.

Curriculum Assistant will verify the units for the courses.

**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.

These courses are being created for articulation for high school students. AERO 5A & 5B is equal to AERO 2. Students would still have to take AERO 1. Through Occutrak students would get immediate credit instead of having to complete twelve units to be eligible for college credit.

The department is not planning to offer these courses.

The Vice President of Instruction will contact Amanda Hopkins and the Consortium.

These courses were pulled from further discussion.

**8. Other**

Courses need to be submitted by March 26 for this semester’s curriculum cycle.

Committee members will be told which Technical Review committee they will be assigned to.

Mike van Wyhe said ENGL 258 had been submitted in 2008 for deletion. He was asked to resubmit so that the course can be deleted.

**9. Adjournment**

Meeting adjourned at 3:55 p.m.