**Minutes**

**Present**

Franchesca Amezola, Jason Asman, Ashley Calhoun, Jim Chin, John Fitzer, Richardson Fleuridor, Kate Fourchy, Nancy Frampton,

Pam Gilmore, Doug Gong, Dean Gray (for T. Ensz), Ray Tjahjadi, Nancy Marsh, Jon McPhee, Sheryl Young-Manning

**Absent**

Marilyn Behringer, Michael Cole, Nicholas Deftereos, Lore Dobusch, Deborah Ikeda, Cynthia MacDonald, Jessy Torres

**Visitors**

Cynthia Elliott, Nino Garza, Michael Sorensen, Theresa Souza, David Tikkanen, Ray Tjahjadi

**1. CALL TO ORDER**

Meeting called to order at 3:10 p.m.

**2. ROLL**

 Roll sheet was circulated.

**3. APPROVAL OF THE MINUTES OF April 19, 2012**

 Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

1. **HEALTH SCIENCES DEPARTMENT**
2. **Prerequisite/Advisory Modification effective fall 2012 *(T. Souza)***

**Nursing Assistant Training 101, 6 units 4.6 lecture hours, 6 lab hours. Prerequisites: English 262. Advisories: Eligibility for English 125, 126, and completion of mathematics 250.** Revised advisories to ***Mathematics 250, Office Technology 10***, ***and eligibility for English 125***, prerequisites to ***Eligibility for English 126***.

 Approved advisories ***Mathematics 250, Office Technology, and Eligibility for English 125***, and prerequisite ***Eligibility for English 126*** for Nursing Assistant Training 101.

1. **New Program Proposal effective fall 2012 *(R. Whited)***

 **Associate in Science Degree in Kinesiology for Transfer, 60 units**

1. **Prerequisite Modifications effective Spring 2013 *(N. Marsh)***
2. **Child Development 7 Infant-Toddler Development and Care, 3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass). Advisories: Eligibility for English 125 and 126.** Revisedprerequisites to ***Child Development 1, 6, and 39***.

Approved advisories ***Eligibility for English 125 and 126***, and prerequisites ***Child Development 1, 6, and 39*** for Child Development 7.

1. **Course Modifications effective spring 2013 *(N. Marsh)***

 **Child Development 45 Supervision of Adults in ECE Classrooms, 2 units, 2 lecture hours (Pass/No Pass). Advisories: Eligibility for English 125 and 126.** Revised units to ***3***, hours to ***3***. Revised content outline, textbooks, and methods to measure student achievement.

Approved advisories ***Eligibility for English 125 and 126*** for Child Development 45.

1. **COMPOSITION, LITERATURE, AND COMMUNICATION DEPARTMENT**
2. **New Course Proposal effective fall 2012 *(L. Palsgaard)***

**English 2H Critical Reading and Writing through Literature, 3 units, 3 lecture hours, graded only, 0 repeats. Prerequisites: English 1A or 1AH.**

Approved prerequisites ***English 1A or 1AH*** for new course English 2H.

1. **Program Modification effective fall 2012 *(L. Palsgaard)***

**English, 23 units**

Add English 2H Critical Reading and Writing through Literature

1. **New Program Proposal effective fall 2012 *(C. Elliott)***

**Associate in Arts Degree in English for Transfer, 60 units**

1. **BUSINESS DEPARTMENT**
2. **New Course Proposal effective fall 2012 *(R. Tjahjadi)***

**Information Systems 13 Database Essentials, 1.5 units 1 lecture hour, 1 lab hour.**

1. **Course Modifications effective - *PROGRAM REVIEW***
	1. **Accounting 146 Income Tax-a Short Course 1.5 units, short-term course: 27 lecture hours, (Repeats=1). Advisories: Eligibility for English 125, 126, and Mathematics 201.** Revised grading basis to ***pass/no pass option***, advisories to ***none***. Revised catalog description, student learning outcomes, and objectives.
	2. **Business Administration 5 Business Communications, 3 units, 3 lecture hours, (Pass/No Pass). Advisories: Eligibility for English 125 and 126, Information Systems 10 strongly recommended.** Revised student learning outcomes and textbooks.

 Approved advisories ***Eligibility for English 125 and 126, Information Systems 10 strongly recommended*** for Business Administration 5.

1. **Program Modifications effective fall 2012 *(P. Gilmore)***
2. **Administrative Assistant Associate in Science Degree**
3. **Administrative Assistant Certificate of Achievement**
4. **Office Assistant Certificate of Achievement**
5. **READING AND LANGUAGES DEPARTMENT**

 **Program Modification effective fall 2012 *(F. Amezola)***

 **Foreign Language Associate in Arts Degree, 23 units**

 Revised units to ***minimum of 22*** and added ***select from*** lists

1. **AGRICULTURE AND TECHNOLOGY DEPARTMENT**

**Program Modification effective fall 2012 *(K. Kinney)***

**Forestry/Natural Resources Associate in Science Degree, 51 units**

Removed Agriculture and Natural Resources 2 from course selection and units to 50

 Approved Consent Agenda items.

**6. OLD BUSINESS**

1. **AGRICULTURE AND TECHNOLOGY DEPARTMENT**
2. **Course Deletions effective summer 2012 *(J. Constable)***

 **Natural Resources 34 Conservation Laboratory, 1 unit, 3 lab hours, (Repeats=3). Advisories: Previous or concurrent enrollment in Natural Resources 7, eligibility for English 125 and 126.**

 Committee pulled from agenda due to last week’s discussion.

1. **Prerequisite Modifications effective fall 2012**
	1. **Mechanized Agriculture 20 Equipment Technician: Diesel Engines, Service Fundamentals, & Machine Systems, 11 units, 8 lecture hours, 9 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**
	2. **Mechanized Agriculture 21 Equipment Technician: Transmissions, Torque Converters, & Air Conditioning, 8 units, 6 lecture hours, 6 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**
	3. **Mechanized Agriculture 30 Equipment Technician: Electrical, Hydraulic Systems, & Welding, 11 units, 8 lecture hours, 9 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**
	4. **Mechanized Agriculture 31 Equipment Technician: Fuel Systems & Machine Undercarriage, 8 units, 6 lecture hours, 6 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Approved advisories ***Eligibility for English 125 or 130, 126, and Mathematics 201*** for Mechanized Agriculture 20, 21, 30, and 31.

1. **BUSINESS DEPARTMENT**
2. **Program Modifications effective fall 2012 *(D. Gray)***
3. **Accounting Associate in Science Degree, 36-39 units**

Revised courses and units.

1. **Accounting Certificate of Achievement, 21 units**

Revised courses and units.

 Approved program modifications for Accounting Associate in Science Degree and Certificate of Achievement.

 (Ayes = 14, Nays = 1 D. Gong)

1. **INDUSTRIAL TECHNOLOGY DEPARTMENT**
2. **Course/Prerequisite/Advisory Modifications effective fall 2012 *(J. Asman)***
3. **Aviation Maintenance Technology 1, 17.5 units, 15 lecture hours, 15 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.** Revised advisories/prerequisites, catalog description and textbooks.

The department looked at the math they teach and found the math problems are not at a level higher than Mathematics 201.

 Nancy Frampton suggested research be conducted to determine student success for those students with the advisories and students without the advisories. She also wants to commend the CTE faculty for talking to the other departments about appropriate advisories.

Jason Asman explained they looked at approximately 30 students from last year and found only 6 would have met the prerequisites if these were prerequisites. The department did not find any direct correlation for students with and students without prerequisites.

 Nancy Frampton stated faculty in English, Reading, and ESL would be happy to assist in contextualizing teaching for students in CTE programs.

 Should advisories also be degree applicable for degree applicable courses?

 Approved course modifications for Aviation Maintenance technology 1.

Approved advisories ***Eligibility for English 125 or 130, 126, and Mathematics 201*** for Aviation Maintenance Technology 1.

1. **Aviation Maintenance Technology 2, 17.5 units, 15 lecture hours, 15 lab hours. Advisories: Aviation Maintenance Technology 1, eligibility for English 125, 126, and Mathematics 101.** Revised advisories/prerequisites, catalog description and textbooks.
2. **Aviation Maintenance Technology 3, 17.5 units, 15 lecture hours, 15 lab hours. Advisories: Aviation Maintenance Technology 1, 2, eligibility for English 125, 126, and Mathematics 101.** Revised advisories/prerequisites, catalog description and textbooks
3. **Aviation Maintenance Technology 4, 17.5 units, 15 lecture hours, 15 lab hours. Advisories: Aviation Maintenance Technology 1, 2, eligibility for English 125, 126, and Mathematics 101.** Revised advisories/prerequisites, catalog description, student learning outcomes, and textbooks

 Approved course modifications for Aviation Maintenance technology 2, 3 and 4.

Approved advisories ***Aviation Maintenance Technology 1, eligibility for English 125 or 130, 126, and Mathematics 201*** for Aviation Maintenance Technology 2.

Approved advisories ***Aviation Maintenance Technology 1, 2, eligibility for English 125 or 130, 126, and Mathematics 201*** for Aviation Maintenance Technology 3 and 4.

1. **Automotive Technology 9 Automotive Essentials, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125, 126 101.**

Revised advisories/prerequisites, and textbooks.

Approved course modifications for Automotive Technology 9.

Approved advisories ***Eligibility for English 125 or 130 and 126*** for Automotive Technology 9.

1. **Automotive Technology 10 Automotive Technician Program, 16 units, 9 lecture hours, 21 lab hours. ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.**

Revised advisories/prerequisites, catalog description, lab content outline, and textbooks.

Approved course modifications for Automotive Technology 10.

Approved prerequisites ***Automotive Technology 9*** and advisories ***Eligibility for English 125 or 130, 126 and Mathematics 201*** for Automotive Technology 10.

1. **Automotive Technology 11 Automotive Technician Program, 16 units, 9 lecture hours, 21 lab hours. ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.** Revised advisories/prerequisites, catalog description, lab content outline, and textbooks.

Approved course modifications for Automotive Technology 11.

Approved prerequisites ***Automotive Technology 9*** and advisories ***Eligibility for English 125 or 130, 126 and Mathematics 201*** for Automotive Technology 11.

1. **Industrial Technology 205 Foundation Skills in Industrial Technology, 2 units, 1.5 lecture hours, 1.5 lab hours. Eligibility for English 125, 126, and Mathematics 101.** Revised advisories/prerequisites, hours to ***2 lecture hours, .5 lab hours***, grading basis to ***pass/no pass option***, prerequisites.

Approved course modifications for Industrial Technology 205.

 Approved prerequisites ***Eligibility for English 252 or English as a Second Language 225W, English 262 or English as a Second Language 226R, and Mathematics 256*** for Industrial Technology 205.

1. **Manufacturing Technology 19V Cooperative Work Experience, Manufacturing Technology, 1-8 units, (3 Repeats).** Revised grading basis to ***graded only***, repeats to ***1***, and prerequisites to ***Manufacturing Technology 62 or 82***. Revised student learning outcomes, objectives, and methods to measure student achievement.

Approved course modifications for Manufacturing Technology 19V.

 Approved prerequisites **Manufacturing Technology 62 or 82** for Manufacturing Technology 19V.

1. **Manufacturing 21 Blueprint Reading, 2 units, 2 lecture hours, .5 lab hour. Advisories: Eligibility for English**

**126 and Mathematics 101.** Revised advisories/prerequisites, grading basis to ***pass/no pass***. Revised student learning outcomes, textbooks, and grading scale.

Approved course modifications for Manufacturing Technology 21.

 Approved prerequisites ***Industrial Technology 205*** for Manufacturing Technology 21.

1. **Manufacturing Technology 22 Industrial Materials, 2 units, 2 lecture hours, .5 lab hour. Advisories: Eligibility for English 126 and Mathematics 101.** Revised advisories/prerequisites, student learning outcomes, textbooks, and grading scale.

Approved course modifications for Manufacturing Technology 22.

 Approved prerequisites ***Industrial Technology 205*** for Manufacturing Technology 22.

1. **Manufacturing Technology 23 Electricity, 2 units, 2 lecture hours, .5 lab hour. Advisories: Eligibility for English 126 and Mathematics 101.** Revised advisories/prerequisites, student learning outcomes, textbooks, and grading scale.

Approved course modifications for Manufacturing Technology 23.

 Approved prerequisites ***Industrial Technology 205*** for Manufacturing Technology 23.

1. **Manufacturing Technology 24 Hydraulics, 2 units, 2 lecture hours, .5 lab hour. Advisories: Eligibility for English 126 and Mathematics 101.** Revised advisories/prerequisites, student learning outcomes, textbooks, and grading scale.

Approved course modifications for Manufacturing Technology 24.

 Approved prerequisites ***Industrial Technology 205*** for Manufacturing Technology 24.

1. **Manufacturing Technology 33B Advanced Welding Fabrication/Certification, 5 units, 3 lecture hours, 6 lab hours, (Pass/No Pass), (Repeats=3). Prerequisite: Manufacturing Technology 32A and 32B or equivalent course. ADVISORIES: Eligibility for English 126 and Mathematics 101.** Revised course number/title to ***Manufacturing Technology 63 Welding Certification***, units to ***1***, hours to ***3 lab hours***, prerequisites to ***Manufacturing Technology 62***. Revised advisories/prerequisites, catalog description, student learning outcomes, content outline, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 33B.

 Approved prerequisites ***Manufacturing Technology 62*** for Manufacturing Technology 63.

1. **Manufacturing Technology 38B Advanced CNC Operation, 5 units, 3 lecture hours, 6 lab hours. (Pass/No Pass) (Repeats=1). Prerequisites: Manufacturing Technology 38A or equivalent course or verified work experience in the field. Advisories: Eligibility for English 126 and Mathematics 101.** Revised advisories/prerequisites, course number/title to ***Manufacturing Technology 83 Machining Certification***, units to ***1***, hours to ***3 lab hours***, prerequisite to ***Manufacturing Technology 82***. Revised catalog description, student learning outcomes, objectives, content outline, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 38B.

 Approved prerequisites ***Manufacturing Technology 82*** for Manufacturing Technology 83.

1. **Manufacturing Technology 60 Welding 1, 4 units, 1.5 lecture hours, 8 lab hours (pass/no pass). Advisories: Eligibility for English 126.** Revised advisories/prerequisites, title to ***Introduction to Welding***, units to ***6***, lecture hours to ***4***, lab hours ***5.5***. Revised student learning outcomes, content outline, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 60.

 Approved prerequisites ***Industrial Technology 205*** for Manufacturing Technology 60.

1. **Manufacturing Technology 61 Welding 2, 4 units, 1.5 lecture hours, 8 lab hours (pass/no pass). Advisories: Manufacturing Technology 60. Eligibility for English 126.** Revised advisories/prerequisites, title to ***Intermediate Welding***. Revised student learning outcomes, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 61.

 Approved prerequisites ***Manufacturing Technology 60 or equivalent course or verified work experience in the field*** for Manufacturing Technology 61.

1. **Manufacturing Technology 62 Welding 3, 4 units, 1.5 lecture hours, 8 lab hours (pass/no pass) (repeats=3). Prerequisites: Manufacturing Technology 60 and 61 or equivalent course. ADVISORIES: Eligibility for English 126 and Mathematics 101.** Revised advisories/prerequisites, title to ***Advanced Welding***, Revised student learning outcomes, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 62.

 Approved prerequisites ***Manufacturing Technology 61 or equivalent course or verified work experience in the field*** for Manufacturing Technology 62.

1. **Manufacturing Technology 80 Introduction to Machine Shop, 4 units, 1.5 lecture hours, 8 lab hours (pass/no pass). Advisories to Eligibility for English 126 and Mathematics 101.** Revised units to  ***6***, hours to  ***4 lecture hours, 5.5 lab hours***, Revised advisories/prerequisites, student learning outcomes, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 80.

 Approved prerequisites ***Industrial Technology 205*** for Manufacturing Technology 80.

1. **Manufacturing Technology 81 Intermediate Machine Shop, 4 units, 1.5 lecture hours, 8 lab hours (pass/no pass). Prerequisites: Manufacturing Technology 80 or equivalent course or verified work experience in the field. Advisories: Eligibility for English 126 and Mathematics 101.** Revised student learning outcomes, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 81.

 Approved prerequisites ***Manufacturing Technology 80 or equivalent course or verified work experience in the field*** for Manufacturing Technology 81.

1. **Manufacturing Technology 82 Advanced Machine Shop and Introduction to CNC Programming, 4 units, 1.5 lecture hours, 8 lab hours (pass/no pass) (repeats=1). Prerequisites: Manufacturing Technology81 or equivalent course or one year verified work experience in the field. Advisories: Eligibility for English 126 and Mathematics 101.** Revised student learning outcomes, textbooks, methods to measure student achievement, and grading scale.

Approved course modifications for Manufacturing Technology 82.

 Approved prerequisites ***Manufacturing Technology 81 or equivalent course or verified work experience in the field*** for Manufacturing Technology 82.

1. **Manufacturing Technology 91 Motor Control 1, 2 units, 1.5 lecture hours, 1.5 lab hours (Pass/No Pass). Prerequisites: Manufacturing Technology 23.** Revised textbooks.

Approved course modifications for Manufacturing Technology 91.

 Approved prerequisites ***Manufacturing Technology 23*** for Manufacturing Technology 91.

1. **Manufacturing Technology 92 Motor Controls 2, 2 units, 1.5 lecture hours, 1.5 lab hours, (Pass/No Pass). Prerequisites: Manufacturing Technology 91.** Reviewed course outline.

Approved course modifications for Manufacturing Technology 92.

 Approved prerequisites ***Manufacturing Technology 91*** for Manufacturing Technology 92.

1. **Manufacturing Technology 93 Programmable Logic Controllers (PLCS), 2 units, 1.5 lecture hours, 1.5 lab hours, (Pass/No Pass). Prerequisites: Manufacturing Technology 92.** Revised textbooks.

Approved course modifications for Manufacturing Technology 93.

 Approved prerequisites ***Manufacturing Technology 92*** for Manufacturing Technology 93.

1. **New Course Proposal effective fall 2012 *(D. Tikkanen)***

 **Manufacturing Technology 94 Introduction to Solar Technology, 2 units, 2 lecture hours, .5 lab hours, (Pass/No Pass). Prerequisites: Manufacturing 93.**

Approved new course Manufacturing Technology 94.

 Approved prerequisites ***Manufacturing Technology 93*** for Manufacturing Technology 94.

1. **New Program Proposal effective fall 2012 *(D. Tikkanen)***
	1. **Maintenance Mechanic Associate in Science Degree, 34 units**
	2. **Maintenance Mechanic Certificate of Achievement, 16 units**

Approved new ***Manufacturing Maintenance Mechanic*** Associate in Science Degree and Certificate of Achievement programs.

1. **Program Modifications effective fall 2012 *(D. Tikkanen)***
	1. **Machine Tool Technology Associate in Arts Degree, 24 units**

 Revised courses and units

* 1. **Machinist Certificate of Achievement, 24 units**

 Revised courses and units

* 1. **Manufacturing 1 Certificate of Achievement, 12 units**

 Revised courses and units

* 1. **Welder Certificate of Achievement, 24 units**

 Revised courses and units

* 1. **Welding Technology Associate in Science Degree, 24 units**

 Revised courses and units

 Approved program modifications for Machine Tool Technology Associate in Arts Degree, Machinist Certificate of Achievement, Manufacturing 1 Certificate of Achievement, Welder Certificate of Achievement, and Welding Technology Associate in Science Degree.

**7. NEW BUSINESS - NONE**

1. **GRADUATION REQUIREMENTS/COMPETENCIES/GENERAL EDUCATION**

 **Degree Requirements**

 **Computer Familiarity Requirement**

 Add Information Systems 13 Database Essentials, 1.5 units

 Approved adding Information Systems 13 to Computer Familiarity.

* + 1. **2 + 2 ARTICULATION**

 **Criminology 8 Criminal Investigations, 3 units**

 3752R – Orange Cove High School, Crime Scene Investigation (CSI)

* + 1. **OTHER**

11. ADJOURNMENT

|  |  |
| --- | --- |
| **Computer Familiarity** | **Courses approved for Computer Familiarity** |
| There will be three ways of meeting the Computer Familiarity Graduation requirement: | Familiarity with computer concepts and computeruse, demonstrated by completing with a grade of “C”(2.0) or better one of the following:Aviation Maintenance Technology 1; Art 30A, 30B, 37A, 37B, 38, 41, 42, 44; Computer Science 1, 5, 15, 40; Engineering 2, 40; Information Systems 11, 12, 15, 60, 61, 62, 63, 64; Natural Resources 3; Office Technology 1 |
| 1. Some courses in the college curriculum go well beyond the familiarity to computer literacy. Courses judged by the curriculum committee to give students some aspect of computer literacy would obviously meet the computer familiarity requirements.
 |
| 1. Courses that only use computers in the delivery of instruction should use items 1-4 below to apply for approval of the computer familiarity standard. Course outlines that demonstrate the mastery of the performance standards below would be accepted as meeting the graduation requirement.
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|  |
| **Computer Familiarity Performance Standards**(9/99, rev. 9/03): |
| * + - 1. Activate a personal computer and load files or software from a disk and/or CD ROM;
 |
| * + - 1. Access and use one application to create a document, save, retrieve, and print it;
 |
| * + - 1. Access the Internet/World Wide Web on a dial up basis or via a school Local Area Network and use a search tool to locate information relevant to course work, then print it or download it to a file;
 |
| * + - 1. Send and reply to email messages;
 |
| 1. In addition, the test developed to meet the graduation requirement will test the four recommended performance standards.
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