**MINUTES**

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 26, 2012**

Minutes approved.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

*Colleges are required to report to the state chancellor’s office all new prerequisites established in the previous year. The following courses were reported. We have been asked to remove the prerequisites and it was suggested to make them advisories for the courses. Content review alone was not allowed for prerequisite courses not in a sequence.*

**Industrial Technology 205 Foundation Skills in Industrial Technology, 2 units, 2 lecture hours, .5 lab hours. (Pass/No Pass). PREREQUISITES: Eligibility for English 252 or English as a Second Language 225W, English 262 or English as a Second Language 226R, and Mathematics 256.**

Revised prerequisites to ***none***, advisories ***to eligibility for English 252 or English as a Second Language 225W, English 262 or English as a Second Language 226R, and Mathematics 256*.**

**Natural Resources 17 Introduction to Forest Surveying, 3 units, 2 lecture hours, 3 lab hours. PREREQUISITES: Mathematics 103. ADVISORIES: Mathematics 4A and eligibility for English 125 and 126.**

Revised prerequisites to ***none***, advisories to ***Mathematics 103 or 4A and eligibility for English 125 and 126***.

**Nursing Assistant Training 101 Nursing Assistant Training, 6 units, 4.67 lecture hours, 6 lab hours, grading scale only, 0 repeats. PREREQUISITES: Eligibility for English 126. ADVISORIES: Mathematics 250, Office Technology 10.**

Revised prerequisites to ***None***, advisories to ***Mathematics 250, Office Technology 10, eligibility for English 126***.

**Approved consent agenda items.**

**6. OLD BUSINESS - None**

**7. NEW BUSINESS**

1. **Interdisciplinary Degree Deletions**
2. **Liberal Arts & Sciences, American Studies**
3. **Liberal Arts & Sciences, Arts & Humanities**

These are being brought forward for discussion on whether to keep these under awarded degrees or delete them. Discipline experts were asked to attend the meeting for the discussion. Those that could not attend sent comments to Eileen Apperson, SLO Coordinator.

There was only 1 degree awarded in Liberal Arts & Sciences, American Studies since 2008 and 11 degrees in Liberal Arts & Sciences, Arts & Humanities.

Randy Genera, Dave Borofka, and Deb Lapp discussed the American Studies degree. They like the focus but don’t see a problem with deleting them. It is expected students will choose the new English AA-T degree over the blended degree.

Lore Dobusch explained if the degree were more flexible, like the Social Science degree, students would be able to get this degree.

The Liberal Arts & Sciences, Natural Sciences degree was coded incorrectly and students may not be counted as having this degree.

The college does not offer courses that are needed for many of the AA-T/AS-T degrees.

Deb Lapp volunteered to modify the Liberal Arts & Sciences, American Studies degree to be more flexible.

Lore Dobusch would like the Liberal Arts & Sciences, Arts & Humanities degree to remain. Students can take the RC GE and the major and get this degree.

Pam Gilmore, Chair reminded that we need to keep in mind that SLO/Assessment will need to be completed on these degrees.

Lore Dobusch said Veronica Cornel would like to keep the Liberal Arts & Sciences, Natural Sciences since we don’t offer a chemistry degree. The STEM grant requires that the science degrees be increased.

Next week the Liberal Arts and the Physical Science degrees will be discussed.

1. **Health Sciences Department**
2. **Course Modifications effective fall 2013**
3. **Health 14 Interpreting in Health Care I, 4 units, 3 lecture hours, 3.5 lab hours, pass/no pass, 0 repeats.**

**ADVISORIES: Office Technology 10, eligibility for English 125 and 126.**

Revised lab hours to ***3***, catalog description, textbooks, methods to measure student achievement, and added lab content outline.

1. **Health 15 Interpreting in Health Care II, 4 units, 3 lecture hours, 3.5 lab hours, pass/no pass, 0 repeats.**

**PREREQUISITES: Health Science 14 must be completed within 2 years prior to enrollment in Health Science 15 and 16. COREQUISITES: Health Science 16. ADVISORIES: Office Technology 10, Biology 20, 22, eligibility for English 125 and 126.**

Revised lab hours to ***3***, textbooks, grading scale, Health 14 prerequisite justification, and Health 16 corequisite justification. Revised to non-degree applicable course.

1. **Health 16 Field Work in Health Care Interpreting, 4 units, 2 lecture hours, 6 lab hours, pass/no pass, 0 repeats. PREREQUISITES: Health 14, must be completed within 2 years prior to enrollment in Health 16. COREQUISITES Health 15.**

Revised textbooks, grading scale, Health 14 prerequisite justification, and Health 15 corequisite justification. Revised to non-degree applicable course.

The lab hours for Health 14 and 15 are being decreased and the lab topics are being shortened.

Should the corequisite Health 15/16 be removed?

Lore Dobusch said the Health 15/16 should remain corequisites.

1. **Business Department**
2. **Course Modifications effective spring 2013**
3. **Office Technology 1 Computer Basics, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 0 repeats. ADVISORIES: Eligibility for English 125 and 126.**

Revised outcomes, objectives, textbook, methods to measure student achievement, and grading scale.

1. **Office Technology 12A Microsoft Excel Essentials, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 1 repeat. PREREQUISITES: Mathematics 250. ADVISORIES: Eligibility for English 126.**

Revised lecture hours to ***3***, lab hours to ***1***, prerequisites to none, advisories to ***eligibility for Mathematics 201,*** catalog description, textbook, methods to measure student achievement, and grading scale.

There is no change to the lecture hours. Curriculum Analyst corrected CurricUNET just before the meeting to reflect 1.5 lecture hours, .5 lab hours for Office Technology 1 and 12A.

The effective date will be fall 2013 as students will have already registered for classes by the time the Board approves this semester’s curriculum packet.

Office Technology 12 repeats will be removed since they are no longer allowed by Title 5.

1. **Course Deletions effective spring 2013**
2. **Office Technology 20 Office Systems Procedures, 3 units, 3 lecture hours, pass/no pass, 0 repeats. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
3. **Office Technology 23 Data Entry, 3 units, 2 lecture hours, 3 lab hours, pass/no pass, 0 repeats. ADVISORIES: Information Systems 10, one semester of high school typing or equivalent; 10-key by touch; eligibility for English 126 and Mathematics 201.**
4. **Office Technology 25 Computerized Filing, 1.5 units, 1.5 lecture hours, 0 repeats. PREREQUISITES: Office Technology 44. ADVISORIES: Office Technology 1 and eligibility for English 125 and 126.**
5. **Office Technology 250 Pre-Health Careers Projects: Foreign Clinic Scenario, 1 unit, .24 lecture hours, 1.17 lab hours, pass/no pass only, 0 repeats.**
6. **Office Technology 251 Pre-Health Careers Projects: Medical Office Supply, 1 unit, .34 lecture hour, 1.17 lab hours, pass/no pass only, 0 repeats.**
7. **Office Technology 252 Pre-Health Careers Projects: Scheduling and Charting, 1 unit, .34 lecture hour, 1.17 lab hours, pass/no pass only, 0 repeats.**

These courses have not been offered and there are no plans to offer them. Office Technology 250, 251, and 252 were part of a grant that is no longer around.

Approved course deletions for Office Technology 20, 23, 25, 250, 251, and 252.

**8. REPEATABLE COURSES**

The PowerPoint presentation that was used at the Curriculum Institute was reviewed.

Who and how will families be defined? Pam will research for next meeting.

**9. NEW MEMBER Q&A**

**10. STAND ALONE TRAINING (4:00 P.M.)**

Only new member is the Associated Student Government Representative and Pam will train her later.

**11. OTHER**

12. ADJOURNMENT