**Minutes**

**Present**

Jim Chin, Michael Cole, Linda Cooley (for K. Fourchy), Nicholas Deftereos, Lore Dobusch, Toni Ensz, Richardson Fleuridor, Nancy Frampton, Pam Gilmore, Robin Huigen, Cynthia MacDonald, Nancy Marsh, Jon McPhee, David Nippoldt, Ron Reimer, David Richey, Samara Trimble, Sheryl Young-Manning

**Absent**

Marilyn Behringer

**Visitors**

David Atencio, Erik Fritz, Norma Kaser, Daniel Morales, Ray Tjahjadi

**1. CALL TO ORDER**

**2. ROLL**

**3. APPROVAL OF THE MINUTES OF October 21, 2010**

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

**6. NEW BUSINESS**

**A. READING AND LANGUAGE DEPARTMENT**

**1. Course modifications effective fall 2011**

**English 126 Reading Skills for college**

Revised prerequisites to ***English 262, or 262B, or placement by college assessment process***, outcomes, and textbooks.

Pulled English 126 at the request of the department.

**B. BUSINESS DEPARTMENT**

**1. Course Modifications effective fall 2011**

**a. Information systems 16 Word Processing**

Revised outcomes and objectives.

**b. Information Systems 29 Operating Systems, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 1 repeat. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised number to ***60***, catalog description, repeats to ***3***, advisories to ***eligibility for English 126 and Mathematics 101***.

* Repeat form needs to be changed, should include technical issues
* Expand Lecture content (maybe add sub points)
* Make lab content less specific to Windows

**2. New Course Proposals effective fall 2011**

**a. Information Systems 62 Computer Troubleshooting and Maintenance, 1.5 units, 2 lecture hours, 2 lab hours, 3 repeats. Prerequisites: Information Systems 61. Advisories: Eligibility for English 125 or 126, and Mathematics 101.** This course provides an introduction to troubleshooting and maintenance techniques of personal computer and laptop computer. The course is designed to provide Information Systems students with applicable hands-on activities, as well as preparing the students for industry certifications, in learning the latest technical aspects of troubleshooting, upgrading, and maintaining personal computers and laptop computers.

* Change catalog description
* Remove General Education Categories B2 and D2
* Update Repeatability form
* Make lab content less specific, remove sub points

**b. Information Systems 63 Computer Network I, 3 units, 2.5 lecture hours, 1 lab hour, grading scale only, 2 repeats.** This course provides an introduction to computer networking by providing hands on networking learning tasks such as: making and testing network cabling; troubleshooting networking hardware; as well as working with common network protocols, both TDP and UDP as well as IPV4 and IPV6 transitional technology. In this course, students will learn network topology, network types (wired and wireless), and basic principles of network security as well as network hardware and software installation and configuration. This course will prepare students to be competitive candidates in obtaining their CompTIA Network+ certification. Also included are elements of the Security+ certification and covers computer security, cryptography and access control. Both certifications further prepare candidate for continuing to Microsoft and Cisco certifications. A Network + certification can fulfill at least one elective exam requirements of the Microsoft Certified Systems Administrator (MCSA) certification.

**c. Information Systems 64 Computer Networking II, 3 units, 2 lecture hours, 1 lab hour, 1 repeat. Prerequisites: Information Systems 63.** This course covers advanced concepts in networking software and hardware. Installation of WAN hardware components and software will be examined. Installation of communications/internet software, proxy servers, transaction servers, domain name servers, and mail servers will be examined in a virtual environment. Design and implementation techniques for large organizations are also covered.

**7. Course/Program Inactivation/Deletion Form**

The Course/Program Deletion form was revised to include a method to be able to inactivate/deactivate courses/programs.

The Chair will be taking the form to Academic Senate for review/approval.

**8. CurricUNET**

Let department faculty know that after selecting the “submit” button in CurricUNET, they also have to go to “My Approvals” and select “pre-launch” from the drop down menu in order for their course to be entered into the review process.

**9. SB1440**

Lore Dobusch and Pam Gilmore are the lead individuals for SB1440.

Have to have a minimum of two programs in place for fall 2011.

Math and Communication are the two that seem to be the easiest. Departments are encouraged to look at the Transfer Model Curriculum and get involved in the discussions.

**10. Title V**

Section 55003 Prerequisites has been modified to allow colleges to apply prerequisites without quantitative validation. Should know in about 45 days if this is put in place.

**11. Pedagogical Caps**

Should pedagogical caps be added to the Course Outline of Record?

Some things to be considered regarding caps:

* Room
* Goals of Courses
* Large Group Instruction

Some possible justifications:

* Retention/Success
* Efficiency
* Student success – in/out in two years
* Receiving Institutions that have specific caps
* SLO data indicator

Now is the time for this discussion since faculty are being told to not add students.

Previously, faculty have been pressured to take more students.

Is this included in the faculty contract? Some districts have negotiated caps.

It was asked if Academic Senate would approve caps being included on the outline without administrative presence.

Jim Chin was asked what he thought. He said this should be based on department discussion and administration would be take it under advisement.

**12. OTHER**

Encourage faculty to get their courses entered in CurricUNET early.

13. ADJOURNMENT

Adjourned at 4:21 p.m.