**Minutes**

**Present**

Marilyn Behringer, Jim Chin, Michael Cole, Lore Dobusch, John Fitzer, Richardson Fleuridor, Kate Fourchy, Nancy Frampton, Pam Gilmore, Cynthia MacDonald, Jon McPhee, David Nippoldt, Ron Reimer, Samara Trimble, Sheryl Young-Manning

**Absent**

Nicholas Deftereos, Toni Ensz, Cristal Gallardo, Celia Herrera

**Visitors**

David Atencio, Stephanie Curry, Daniel Morales, Reg Spittle

**1. CALL TO ORDER**

Meeting called to order at 3:04 p.m. by Pam Gilmore, Chair.

**2. ROLL**

 Roll sheet was circulated.

**3. APPROVAL OF THE MINUTES OF January 20, 2010**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. OLD BUSINESS**

 **A. BUSINESS DEPARTMENT**

 **1. Course Modifications effective fall 2011**

 **a. Information systems 16 Word Processing**

 Revised outcomes and objectives.

 Suggested grading scale needs to be added.

 Advisories are not changing, remain eligibility for English 125 and 126.

 **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***, units to ***2***, lab hours to ***2,*** repeats to ***3***, advisories to ***eligibility for English 126 and Mathematics 101***, and catalog description.

 Review majors and certificates.

 Is there substantial writing in the course, should English 125 be the advisory?

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

 **a. Information Systems 63 Computer Networking I, 3 units, 2.5 lecture hours, 2 lab hours, 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. 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.

 Is English 125 needed as an advisory?

 Fix punctuation and capitalization in outcomes.

 **b. Information Systems 64 Computer Networking II, 3 units, 2 lecture hours, 3 lab hours, 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.

 Need prerequisite justification forms completed.

 Delete bullet points, start with a verb for outcome C.

 Review majors/certificates.

 **3. Program Modification effective fall 2011 (*pending approval of course modification for IS 5 to IS 61*)**

 **Information Systems 62 Computer Troubleshooting and Maintenance, 2.5 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.

Approved course modification for Information Systems 62 with revision to second sentence ***This course provides students with the knowledge of topics covered on certification exams such as the COMPTIA.***

 Approved prerequisite Information Systems 61 and advisories eligibility for English 125, 126, ***and*** Mathematics 101.

**7. NEW BUSINESS**

 **A. BUSINESS DEPARTMENT**

 **1. Course Modifications effective fall 2011**

 **a. Information Systems 18 Spreadsheet Fundamentals**

Revised outcomes, objectives, and methods to measure student achievement.

 Need suggested grading scale added.

 Advisory page needs to be completed.

 Is English 125 necessary for this course?

 **b. Information Systems 5 How to Build a Computer System, .5 unit, .22 lecture hours, .44 lab hours, pass/no pass only, 0 repeats. Advisories: Information Systems 11, 15 (or equivalent), eligibility for English 125, 126, and Mathematics 101.** Revised number to ***61***, title to ***Computer Building and Configuration***, lecture hours to ***1.2***, lab hours to ***1***, grading basis to ***grading scale only***, advisories to ***eligibility for English 125 or 126, and Mathematics 101***, repeatability to ***2***, catalog description, outcomes, objectives, content outline, texts, methods to measure student achievement, and grading scale.

 Remove English 125 advisory.

 Tie converting fractions to this course.

 Revise repeatability justification.

 **c. Economics 1A Introduction to Macroeconomics**

Revised outcomes, objectives, content outline, texts, methods to measure student achievement, and grading scale.

 **d. Economics 1B Introduction to Microeconomics**

Revised outcomes, objectives, content outline, texts, methods to measure student achievement, and grading scale.

 Economics 1A and 1B will be moved to next agenda.

 **3. Program Modifications effective fall 2011**

 **a. Business Administration, Information Systems Option Associate in Science Degree**

Add new course Information Systems 62, 63

 **b. Information Systems Certificate of Achievement**

Add new course Information Systems 62, 63

 **c. Certificate in Call Center Clerk**

Add new course Information 62

 Program modifications removed until all Information Systems changes are completed.

 **B. OFFICE OF INSTRUCTION**

 **1. New Course Proposal effective fall 2011**

 **Library Skills 1 Information Competency/Research Skills, 1 unit, 1 lecture hour, 3 repeats. Advisories: Eligibility for English 125 and 126.** This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database and Internet resources, cite sources, create bibliographies, and understand plagiarism.

 David Nippoldt asked the committee needs to consider the feasibility of this course considering the current reductions.

 Cynthia MacDonald stated that the committee should consider the course and then let the administration make the decision to whether or not to offer the course. This course is an essential standard throughout most of the community colleges.

 **2. Course Modification effective fall 2011**

 **Library Technology 258 Library & Computer Lab Skills, 1 unit, 2.66 lab hours, pass/no pass only, 3 repeats.**

Revised lecture hours to ***1*** and lab hours to ***0***, catalog description, course outcomes, objectives, content outline, texts, methods to measure student achievement, and special facilities to ***computer lab***.

 Need grading scale.

 Is outcome E measurable?

 **3. Request for Approval of a Course via Distance Learning effective fall 2011**

 **Library Skills 1 Information Competence/Research Skills**

 Add some of the adjustments from the outline.

 Revise repeatability justification.

 **C. FINE ARTS AND SOCIAL SCIENCE DEPARTMENT**

 **1. Course Modification effective fall 2011**

 **Political Science 5 Comparative Government**

Revised course outcomes

Should English 1A and Political Science 2 be prerequisites or advisories?

 New text should be added.

 Add major.

 **D. HEALTH SCIENCES DEPARTMENT**

 **1. Course Modifications effective Spring 2011**

 **a. Registered Nursing 75 Nursing in Health and Illness I Intermediate Med/Surg, 5 units, 3 units, 6 lab hours. Prerequisites: Registered Nursing 200 and acceptance into the Licensed Vocational Registered Nursing program. Corequisites: Registered Nursing 76, 77, 79.** Revised title to ***Intermediate Medical-Surgical Nursing***, prerequisites to ***Registered Nursing 160*** and acceptance into the Licensed Vocational Registered Nursing program, lecture hours to ***2.5***, lab hours to ***7.5***, catalog description, course outcomes, objectives, content outline, texts, multicultural statement, methods to measure student achievement, and grading scale.

 **b. Registered Nursing 79 Nursing Skills Lab I, .5 unit, 1.5 lab hours. Prerequisites: Registered Nursing 160, admission into the LVN to RN nursing program. Corequisites: Registered Nursing 75, 77.** Revised catalog description, outcomes, objectives, content outline, texts, and methods to measure student achievement.

 **c. Registered Nursing 85 Nursing in Health and Illness II-Advanced Med/Surg, 6 units, 4 lecture hours, 6 lab hours. Prerequisites: Registered Nursing 75, 76, 79. Acceptance into the LVN-RN program. Corequisites: Registered Nursing 86.** Revised title to ***Advanced Medical-Surgical Nursing***, lecture hours to ***2.5***, lab hours to ***7.5***, corequisites to Registered Nursing 86, ***88, 89***, catalog description, course outcomes, objectives, content outline, texts, multicultural statement, and grading scale.

 **d. Registered Nursing 87 Complex Pediatric Nursing, 2 units, 1 lecture hours, 3 lab hours. Prerequisites: Registered Nursing 76.** Revised title to ***Maternal and Child Nursing*,**  units to ***4*,** lecture hours to ***2*, l**ab hours to ***6*,** prerequisites to ***Registered Nursing 75, 76, 77, 78, 79***, corequisites to ***Registered Nursing 89***, catalog description, course outcomes, objectives, content outline, texts, multicultural statement, methods to measure student achievement, and grading scale.

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

 **a. Registered Nursing 74 Geriatric Nursing Theory, 1.5 units, 1.5 lecture hours, grading scale only, 0 repeats. Prerequisites: RN 160 and acceptance into the LVN to RN program. Corequisites: Registered Nursing 75, 77, 79.** This course builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory is stressed with emphasis on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities.

 **b. Registered Nursing 89 Nursing Skills Lab II, .5 unit, 1.5 lecture hours, grading scale only, 0 repeats. Prerequisites: Registered Nursing 75, 76, 77, 79. Corequisites: Registered Nursing 85.** This course provides technological knowledge and assessment skills related to both adult and pediatric patients. It prepares the student to progressively advance in nursing practice to care for patients with multiple complex acute and chronic health care problems. Under direct supervision, students will have an opportunity to update previously learned skills, practice complex patient care assignments on simulators, and demonstrate proficientcy in math and dosage calculations for medication administration. This course also aids in the development of nursing skills related to communication, care planning and documentation. Students will be able to apply knowledge and skills learned from this course in diverse settings.

 The multicultural statement should be looked at for all courses.

 Consider adding the multicultural statement to the lab courses.

 RN 87 - hyphenate family centered.

 **3. Course Deletions**

 **Registered Nursing 76 Complex Obstetrical Nursing, 2 units**

 **Registered Nursing 86 Advanced Nursing Concepts across the Lifespan, 2 units**

**8. GRADUATION REQUIREMENT MODIFICATION**

 **Computer Familiarity**

Add modified/new courses Information Systems 60, 61, 62, 63, 64

 Pulled until Information Systems courses are finished.

**9. COURSE/PROGRAM INACTIVATION/DELETION FORM**

 Academic Senate did not approve the form. The Curriculum Chair will meet with the Program Review Chair to discuss the form.

**10. TITLE V**

 The Chair has received a survey and is asking if anyone thinks there is anything in Title V that should be changed to let her know and she will forward.

**11. PEDAGOGICAL CAPS**

Academic Senate asked the Curriculum Committee Chair to meet with the Program Review Chair to get recommendations.

**12. SB 1440 UPDATE**

**13. OTHER**

14. ADJOURNMENT

Meeting adjourned at 5:05 p.m.