**Minutes**

1. **CALL TO ORDER**

Meeting called to order at 3:05 p.m.

**2. ROLL**

Roll sheet was circulated.

**3. APPROVAL OF THE MINUTES OF September 13, 2012**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

None.

**6. OLD BUSINESS**

**A. BUSINESS DEPARTMENT – PROGRAM REVIEW**

**1. Course Modifications effective fall 2013**

1. **Office Technology 12C Spreadsheet Projects 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 1 repeat. PREREQUISITE: Office Technology 12A and Mathematics 250. ADVISORIES: Eligibility for English 126.**

Approved course modifications for Office Technology 12C.

Approved prerequisites Office Technology 12A for Office Technology 12C, advisories none.

1. **Office Technology 41 Medical Administrative Assistant, 3 units, 3 lecture hours, 1 lab hour, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. Office Technology 10 and ability to type 35 gwam with 3 errors or less/5-minute timing.**

Approved course modifications for Office Technology 41.

Approved advisories Office Technology 10, ability to type 35 gwam with 3 errors or fewer/3-minute timing, and eligibility for English 125, 126, and Mathematics 201.

1. **Office Technology 42 Medical Document Preparation, 3 units, 3 lecture hours, 1 lab hour, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. Office Technology 10 and ability to type 35 gwam with 3 errors or less/5-minute timing.**

Approved course modifications for Office Technology 42.

Approved advisories Office Technology 10, and eligibility for English 125, and 126.

**7. NEW BUSINESS**

1. **SCIENCE DEPARTMENT**

**New Program Proposal effective spring 2013**

**Associate in Science Degree in Physics for Transfer**

The Chair spoke with the physics faculty and they will bring this through next week.

1. **BUSINESS DEPARTMENT – PROGRAM REVIEW**
2. **Course Deletion effective fall 2013**

**Office Technology 49 Business English, 1.5 units, 1.5 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**

Approved course deletion for Office Technology 49.

1. **Course Modifications effective fall 2013**
2. **Information Systems 26A Database Concepts and Design, 3 units, 3 lecture hours, 1 lab hour. PREREQUISITES: Information Systems 15 or equivalent.**
3. **Office Technology 5 Document Formatting, 1.5 units, 1 lecture hour, 1 lab hour, pass/no pass. PREREQUISITES: Office Technology 11A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
4. **Office Technology 6 Data Entry Essentials, 1.5 units, 1 lecture hour, 1.5 lab hours, pass/no pass. ADVISORIES: Information Systems 10 and 10-key by touch, eligibility for English 126 and Mathematics 201.**

1. **Office Technology 11A Microsoft Word Essentials, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126, 1 repeat.**
2. **Office Technology 17 Job Retention and Responsibilities, 1 unit, 1 lecture hour, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**
3. **Office Technology 28 Medical Manager, 1.5 units, 1.5 lecture hours. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**

These courses are being brought through as a result of program review.

Information systems 26A will be presented when all of the Information Systems courses are ready to be presented together.

Office Technology 28 will be on next week’s agenda as new business.

1. **COMPOSITION, LITERATURE, AND COMMUNICATION DEPARTMENT**
2. **Course Modification effective fall 2013**

**Journalism 3 News Writing, 3 units, 3 lecture hours, pass/no pass . ADVISORIES: Eligibility for English 1A.**

Nicole Cooper attended with Linda Cooley to present the modifications for Journalism 3. Course is being modified to be more aligned with FCC and Fresno State’s curriculum.

Lore Dobusch suggested looking at the C-ID descriptor.

1. **MATH & TECHNOLOGY DEPARTMENT**
2. **Course Modifications effective fall 2013**
3. **Mathematics 6 Math Analysis III, 4 units, 4 lecture hours. PREREQUISITES: Mathematics 5B. ADVISORIES: Eligibility for English 125 and 126.**

Lore Dobusch suggested looking at the C-ID descriptor currently being reviewed for C-ID MATH 230.

1. **Mathematics 11 Elementary Statistics, 4 units, 4 lecture hours, pass/no pass. PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125 and 126.**

**Lore Dobusch suggested looking at the C-ID descriptor for MATH 110 which is being looked at by C-ID.**

**8. CURRICULUM COMMITTEE OPERATING AGREEMENT**

Academic Senate is looking at the operating agreement. Considering adding Willow International Community College Center Academic Senate Representative and Curriculum Committee Chair as members.

**9. OTHER**

The Chair reminded committee they need to let faculty in their areas know when they are on the agenda and that someone will need to attend the meeting to present the curriculum.

Nancy Marsh explained the Child Development faculty is concerned about removing repeats from Child Development 19V. The faculty is confused about what intercollegiate academic and vocational competition courses are.

There are only three types of courses that can be designated as repeatable:

1. Necessary to Major Requirements of CSU or UC
2. Intercollegiate Athletics (including related conditioning courses)
3. Intercollegiate academic or vocational competition

Definition of intercollegiate academic and vocational competition:

“Intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivision (a) or (b) of section 55002.

Work experience students may repeat work experience up to the allowed units in Title 5 for general and vocational work experience.

Lore Dobusch said she thinks work experience courses are exempt from these repeatability regulations.

Letty Alvarez said that Admissions and Records would take care of students enrolling in work experience classes.

10. ADJOURNMENT