**Minutes**

**PRESENT**

Franchesca Amezola, Ashley Calhoun, Michael Cole, Lore Dobusch, Toni Ensz, John Fitzer, Kate Fourchy, Nancy Frampton, Pam Gilmore, Doug Gong, Robin Huigen, Kent Kinney, Nancy Marsh, Michael van Wyhe, Sheryl Young-Manning

**ABSENT**

Jason Asman, Jim Chin, Richardson Fleuridor, ASG Representative

**VISITORS**

Kristine Hodges, Lauren Novatne, Michael Sorensen

1. **CALL TO ORDER**

Meeting called to order at 3:07 p.m.

**2. ROLL**

Roll sheet was circulated.

**3. APPROVAL OF THE MINUTES OF September 20, 2012**

Michael van Wyhe asked if the MATH 250 prerequisite should have been added as an advisory and how is the committee treating advisories for degree applicable courses.

Pam Gilmore may add MATH 250 as an advisory after looking at the course again.

Approved minutes as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

None.

**6. OLD BUSINESS**

1. **BUSINESS DEPARTMENT – PROGRAM REVIEW**
2. **Course Modifications effective fall 2013 *(P. Gilmore)***
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.**

Approved course modifications for Office Technology 5.

Approved prerequisite Office Technology 11A and advisories eligibility for English 125 and 126 for Office Technology 5.

1. **Office Technology 17 Job Retention and Responsibilities, 1 unit, 1 lecture hour, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**

Approved course modifications for Office Technology 17.

Approved advisories eligibility for English 125 and 126 for Office Technology 17.

1. **Course Modifications effective fall 2013 *(T. Ensz)***
2. **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.**

Approved course modifications for Office Technology 6.

Approved advisories Office Technology 9, eligibility for English 126 and Mathematics 201 for Office Technology 6.

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.**

Approved course modifications for Office Technology 11A.

Approved advisories eligibility for English 125 and 126 for Office Technology 11A.

1. **COMPOSITION, LITERATURE, AND COMMUNICATION DEPARTMENT**
2. **Course Modification effective fall 2013 *(L. Cooley/N. Cooper)***

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

Approved course modifications for Journalism 3.

Approved advisories eligibility for English 1A for Journalism 3.

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

Pulled by the department. The department is working on the catalog description to bring into alignment with C-ID course descriptor. MATH 6 will be brought to the committee at a later date.

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

Approved course modifications for Mathematics 11.

**7. NEW BUSINESS**

1. **SCIENCE DEPARTMENT**

**New Program Proposal effective spring 2013 *(L. Novatne)***

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

1. **BUSINESS DEPARTMENT – PROGRAM REVIEW**
2. **Course Modifications effective fall 2013 *(M. Sorensen)***
3. **Business Administration 10 Introduction to Business, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
4. **Business Administration 15 Introduction to Management, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**
5. **Business Administration 39 Finite Mathematics for Business, 3 units, 3 lecture hours, pass/no pass. PREREQUISITES: Two years high school algebra, to include Algebra 2 or equivalent (Mathematics 103). ADVISORIES: Eligibility for English 126.**
6. **Business Administration 47 Careers-Business, 1 unit, 1 lecture hour, pass/no pass. ADVISORIES: Eligibility for English 126 and Mathematics 201.**

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

Lore Dobusch asked if the department had made the changes to reflect C-ID.

Mike Sorensen said the department did not know to do that and will look at this before next meeting.

1. **Course Modifications effective fall 2013 *(T. Ensz)***
2. **Office Technology 11C Word Processing Projects, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 1 repeat. PREREQUISITES: Office Technology 11A or equivalent word processing course. ADVISORIES: Eligibility for English 125, 126 and Mathematics 201. Should be able to keyboard 40wpm.**
3. **Office Technology 13A Microsoft Access Essentials, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 1 repeat. ADVISORIES: Eligibility for English 126 and Mathematics 201.**
4. **Office Technology 16 Preparing for a Job Interview1 unit, 1 lecture hour, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**
5. **Office Technology 28 Medical Manager, 1.5 units, 1.5 lecture hours. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
6. **Office Technology 48 Today's Receptionist, 1.5 units, 1.5 lecture hours, pass/no pass, 1 repeat. ADVISORIES: Eligibility for English 125 and 126.**

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

1. **HEALTH SCIENCE DEPARMENT**

**Course Modification effective fall 2013 *(N. Marsh)***

**Child Development 19V Cooperative Work Experience, Child Development, 1-8 units, pass/no pass, 3 repeats.**

There is an AR in place to take care of allowing students to repeat work experience.

Approved course modification for Child Development 19V.

**8. CURRICULUM COMMITTEE OPERATING AGREEMENT**

Academic Senate has had a first read for the operating agreement and the second read will be in two weeks.

**9. OTHER**

**Repeatability**

FCC administration has directed the Curriculum Chair to eliminate all repeats.

Michael van Wyhe questioned Developmental Services Courses repeatability. Title 5 sometimes addressed classes and not students. Title 5 55041 does not designate these courses as repeatable but students may be allowed to repeat under 56029.

10. ADJOURNMENT

Meeting adjourned at 4:14 p.m.