**Minutes**

**Present**

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

**Absent**

Franchesca Amezola, Jason Asman, Richardson, Fleuridor, Kent Kinney, ASG Representative

**Visitors**

David Atencio, Kristine Hodges, Daniel Morales, Eric Nasalroad, Everett Sandoval, Michael Sorensen

1. **CALL TO ORDER**

Meeting called to order at 3:15 p.m.

**2. ROLL**

Roll sheet was circulated.

**3. APPROVAL OF THE MINUTES OF September 27, 2012**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

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.**
7. **Course Modifications effective fall 2013 *(T. Ensz)***
8. **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.**
9. **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.**
10. **Office Technology 16 Preparing for a Job Interview1 unit, 1 lecture hour, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**
11. **Office Technology 28 Medical Manager, 1.5 units, 1.5 lecture hours. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
12. **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.**

Pulled Office Technology 11C until advisory/prerequisite justification is added.

Approved remaining consent agenda items.

Approved advisories/prerequisites/corequisites for Business Administration 10, 15, 39, 47; Office Technology 13A, 16, 28, and 48.

**6. OLD BUSINESS**

1. **SCIENCE DEPARTMENT**

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

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

Approved Associate in Science Degree in Physics for Transfer.

**7. NEW BUSINESS**

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

**Information Systems 45 Computer Configuration and Troubleshooting, 1.5 units, 1.5 lecture hours, .5lab hours, pass/no pass. ADVISORIES: Eligibility for English 126 and Mathematics 201.**

Approved course deletion for Information Systems 45.

1. **Course Modifications effective fall 2013 *(D. Gray)***
2. **Accounting 1A Principles of Accounting, 4 units, 4 lecture hours, 1 lab hour. ADVISORIES: Accounting 40, eligibility for English 125, 126, and Mathematics 201.**
3. **Accounting 1B Principles of Accounting, 4 units, 4 lecture hours, 1 lab hour. PREREQUISITES: Accounting 1A.**
4. **Accounting 31 Computerized Accounting, 3 units, 3 lecture hours, 1 lab hour, pass/no pass, 3 repeats. PREREQUISITES: Accounting 40, or Accounting 1A, 2 years high school accounting or equivalent and Information Systems 15 or equivalent. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
5. **Accounting 40 Applied Accounting, 3 units, 3 lecture hours, 2 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
6. **Accounting 146 Income Tax-A Short Course, 1.5 units, 1.5 lecture hours, pass/no pass, 1 repeat.**

Need to add lab content outlines for the classes with labs for articulation.

1. **Program Deletion effective fall 2013 *(D. Gray)***
   1. **Certificate in Accounting Assistant**
   2. **Certificate in Accounting Intern**

Approved program deletions for Certificate in Accounting Assistant and Certificate in Accounting Intern.

1. **Course Modifications effective fall 2013 *(E. Nasalroad)***
2. **Business Administration 27 Students in Free Enterprise SIFE/Collegiate Entrepreneurs Organization, 1-3 units, 1-2 lecture hours, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 125 and 126.**
3. **Business Administration 33 Human Relations in Business, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**
4. **Business Administration 34 Fundamentals of Investing, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
5. **Business Administration 38 Operation of the Small Business, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
6. **Business Administration 52 Introduction to Entrepreneurship, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**

These course modifications are a result of program review.

1. **Course Modifications effective fall 2013 *(D. Morales)***
   1. **Information Systems 15, 3 units, 3 lecture hours, 1 lab hour, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
   2. **Information Systems 16 Word Processing, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**
   3. **Information Systems 18 Spreadsheet** **Fundamentals, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass, 1 repeat. ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.**
   4. **Information Systems 31 Introduction To Programming, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass. PREREQUISITES: Information Systems 15.**
   5. **Information Systems 47 Visual Basic, 3 units, 3 lecture hours, 1 lab hour, pass/no pass only. PREREQUISITES: Information Systems 15. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**

These course modifications are a result of program review.

Need to expand content outline for articulated courses. All sections offered need to be using the same methods of evaluation as listed on the Course Outline of Record.

1. **Course Modifications effective fall 2013 *(E. Sandoval)***
   1. **Information Systems 26A Database Concepts and Design, 3 units, 3 lecture hours, 1 lab hour, pass/no pass. PREREQUISITES: Information Systems 15.**
   2. **Information Systems 50A Introduction to Game Programming, 3 units, 3 lecture hours, 1 lab hour, 1 repeat. PREREQUISITES: Information Systems 15. ADVISORIES: Eligibility for English 125, 126, and Mathematics201.**
   3. **Statistics 7 Elementary Statistics, 4 units, 4 lecture hours. PREREQUISITES: Mathematics 103 or two years high school algebra. ADVISORIES: Eligibility for English 125 and 126.**

These course modifications are a result of program review.

1. **Course Modifications effective fall 2013 *(D. Atencio)***
   1. **Information Systems 19V Cooperative work Experience, Information Systems, 1-4 units, 3 repeats.**
   2. **Information Systems 60 Operating Systems, 2 units, 1 lecture hours, 2 lab hours, 3 repeats. ADVISORIES: Eligibility for English 126, and Mathematics 201.**
   3. **Information Systems 61 Computer Building and Configuration, 1.5 units, 1 lecture hour, 1 lab hour, 2 repeats. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
   4. **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, 126, and Mathematics 201.**
   5. **Information Systems 63 Computer Networking I, 3 units, 2 lecture hours, 2 lab hours, 2 repeats. PREREQUISITES: Information Systems 60. ADVISORIES: Eligibility for English 125 or 126, and Mathematics 201.**
   6. **Information Systems 64 Computer Networking II, 3 units, 2 lecture hours, 2 lab hours, 1 repeat. PREREQUISITES: Information Systems 63.**

These course modifications are a result of program review.

How do these courses meet the Computer Familiarity graduation requirement?

Daniel Morales is working with Matriculation to revise the standards for the Computer Familiarity Requirement.

Concern was expressed that Matriculation is revising this area since this was originally created from a sub committee of the curriculum committee.

Should the committee go away from asking that advisories be listed on subsequent courses where the prerequisite already has the same advisories?

Lore Dobusch said she doesn’t think we should get away from listing advisories on all courses.

1. **New Course Proposal effective fall 2013 *(D. Atencio)***

**Information Systems 69 Technical Reports and Writing, 2 units, 1 lecture hour, 1.5 lab hours. ADVISORIES: Eligibility for English 125 and 126.**

Course does not fulfill the writing requirement for graduation.

1. **AGRICULTURE & TECHNOLOGY DEPARTMENT**

**Course Deletion effective fall 2013**

**Natural Resources 145 Logging Skills, 1 unit, .5 lecture hours, 1.5 lab hours. ADVISORIES: Eligibility for English 126 and Mathematics 201.**

Pulled because no one from the department was at the meeting.

**8. OTHER**

9. ADJOURNMENT

Meeting adjourned at 5:05 p.m.