**Minutes**

**Present**

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

**Absent**

Jason Asman, Jim Chin, David Clark, Richardson Fleuridor, Nancy Marsh, ASG Representative

**Visitors**

Dean Gray, Kristine Hodges

1. **CALL TO ORDER**

Meeting called to order at 3:10 p.m.

**2. ROLL**

Roll sheet was circulated

**3. APPROVAL OF THE MINUTES OF October 4, 2012**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

1. **BUSINESS DEPARTMENT – PROGRAM REVIEW**

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

**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 40 wpm.**

Approved course modifications to 0 repeats, textbooks, methods to measure student achievement for Office Technology 11C.

Approved advisories eligibility for English 125, 126, and Mathematics 201, keyboard 40 wpm and prerequisites Office Technology 11A or equivalent for Office Technology 11C.

**6. OLD BUSINESS**

1. **MATH & TECHNOLOGY DEPARTMENT**

**Course Modification effective fall 2013 *(C. Perez)***

**Mathematics 6 Math Analysis III, 4 units, 4 lecture hours, pass/no pass, 0 repeats. PREREQUISITES: Mathematics 5B. ADVISORIES: Eligibility for English 125 and 126.**

Department is still working on this course. Will present at next week’s meeting.

1. **BUSINESS DEPARTMENT – PROGRAM REVIEW**
2. **Course Modifications effective fall 2013 *(D. Gray)***
3. **Accounting 1A Principles of Accounting, 4 units, 4 lecture hours, 1 lab hour. ADVISORIES: Accounting 40, eligibility for English 125, 126, and Mathematics 201.**

Approved course modifications to catalog description, course objectives, lecture content outline, lab content outline, and textbooks for Accounting 1A.

Approved advisories Accounting 40, eligibility for English 125, 126, and Mathematics 201 for Accounting 1A.

1. **Accounting 1B Principles of Accounting, 4 units, 4 lecture hours, 1 lab hour. PREREQUISITES: Accounting 1A.**
2. **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.**
3. **Accounting 40 Applied Accounting, 3 units, 3 lecture hours, 2 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.**
4. **Accounting 146 Income Tax-A Short Course, 1.5 units, 1.5 lecture hours, pass/no pass, 1 repeat.**

Accounting 1B, 31, 40 and 146 will come back to 10/18/2012 meeting.

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.**

Business Administration 27, 33, 34, 38 and 52 will come back to the 10/18/2012 meeting.

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.**

Approved course modification to course objectives, textbooks, global/multicultural statement for Information Systems 15. (13 Ayes, 1 Abstention, M. van Wyhe)

Approved advisories eligibility for English 126 and Mathematics 201 for Information Systems 15.

* 1. **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.**

Approved course modification to lecture content outline, lab content outline, textbooks, methods to measure to measure student achievement, grading scale, and special facilities for Information Systems 16.

Advisories will come back to the 10/18/2012 meeting for review.

* 1. **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.**

Approved course modifications to 0 repeats, lab content outline, textbooks, methods to measure student achievement, grading scale, and special facilities for Information Systems 18.

Approved advisories Mathematics 201 for Information Systems 18.

* 1. **Information Systems 31 Introduction To Programming, 1.5 units, 1.5 lecture hours, .5 lab hours, pass/no pass. PREREQUISITES: Information Systems 15.**

Approved course modifications to lecture hours, lab hours, student learning outcomes, course objectives, lecture content outline, lab content outline, textbooks, methods to measure student achievement, grading scale, and special facilities for Information Systems 31.

Approved advisories Mathematics 201 for Information Systems 31.

* 1. **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.**

Information Systems 47 will come back to the 10/18/2012 meeting.

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.**

Information Systems 26A and 50A will come back to the 10/18/2012 meeting.

* 1. **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.**

Approved course modifications to catalog description, student learning outcomes, textbooks, methods to measure student achievement, and grading scale for Statistics 7.

Approved advisories eligibility for English 125 and 126 and prerequisites Mathematics 103 or two years high school algebra for Statistics 7.

1. **Course Modifications effective fall 2013 *(D. Atencio)***
   1. **Information Systems 19V Cooperative work Experience, Information Systems, 1-4 units, 3 repeats.**

Approved course modifications to 0 repeats, student learning outcomes, course objectives, and textbooks, for Information Systems 19V. (13 Ayes, 1 Abstention, S. Young-Manning)

* 1. **Information Systems 60 Operating Systems, 2 units, 1 lecture hours, 2 lab hours, 3 repeats. ADVISORIES: Eligibility for English 126, and Mathematics 201.**
  2. **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.**
  3. **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.**
  4. **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.**
  5. **Information Systems 64 Computer Networking II, 3 units, 2 lecture hours, 2 lab hours, 1 repeat. PREREQUISITES: Information Systems 63.**

Information Systems 60, 61, 62, 63 and 64 do not meet the Computer Familiarity standards. Need to review these courses being included for the Computer Familiarity graduation requirement.

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.**

This course does not fulfill the writing competency requirement for graduation.

Michael van Wyhe said catalog course descriptions need to be written carefully, logically, clearly and grammatically correct. The committee is not the appropriate place to write the descriptions and the committee shouldn’t approve with errors.

Toni Ensz suggested the possibility of one committee member being designated to review the catalog descriptions for accuracy.

Sheryl Young-Manning said it should be done within the department writing the course.

Nancy Frampton said the catalog descriptions should be consistently written.

**7. NEW BUSINESS**

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.**

Approved course deletion for Natural Resources 145.

1. **BUSINESS DEPARTMENT**
2. **Course (topics) Deletion effective fall 2013**
3. **Information Systems 262A Beginning Web Page, .5 unit, .5 lecture hours, pass/no pass, 0 repeats.**
4. **Information Systems 262B Intermediate Web Page, .5 unit, .5 lecture hours, pass/no pass, 0 repeats.**
5. **Information Systems 262C Analyze, Recommend, & Document Small Business Computer Hardware & Networks, 1 unit, 1 lecture hour, pass/no pass, 0 repeats.**

Approved course deletions for Information Systems 262A, 262B and 262C.

**8. OTHER**

9. ADJOURNMENT

Meeting adjourned at 5:07 p.m.