**Minutes**

**Present**

Franchesca Amezola, Ashley Calhoun, Michael Cole, Nicholas Deftereos, Lore Dobusch, Cynthia Elliott, Toni Ensz, John Fitzer, Kate Fourchy, Nancy Frampton, Pam Gilmore, Robin Huigen, Nancy Marsh, David Richey, Michael van Wyhe,

Sheryl Young-Manning

**Absent**

Jim Chin, David Clark, Linda Cooley, Richardson Fleuridor, Doug Gong, ASG Representative

**Visitors**

Becky Allen, David Atencio, Dean Gray, John Heathcote, Kristine Hodges, David Lopes, Daniel Morales, Eric Nasalroad, Linda Reither, Everett Sandoval

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 11, 2012**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

**A. Course Modifications effective fall 2013 – revised for compliance with Title 5 changes on repeatable courses**

1. **Agriculture 19V Cooperative Work Experience, Agriculture**
2. **Agriculture 261 Agriculture Achievement II**
3. **Agriculture and Natural Resources 41 Agriculture Ambassadors**
4. **Agriculture and Natural Resources 48 Skills**
5. **Animal Science 24 Equitation**
6. **Animal Science 144 Trail Packing**
7. **Art 9 Beginning Painting: Oil and Acrylic**
8. **Art 9X Beginning Painting: Oil and Acrylic**
9. **Art 13 Beginning Watercolor Painting**
10. **Art 19 Intermediate Painting: Oil/Acrylic**
11. **Art 19x Intermediate Painting: Oil/Acrylic**
12. **Art 20 Intermediate Ceramics**
13. **Art 23 Intermediate Watercolor Painting**
14. **Art 30A Illustrator: Beginning Computer Drawing and Design**
15. **Art 30B Illustrator: Intermediate Computer Drawing and Design**
16. **Art 37A Photoshop: Digital Visual Art**
17. **Art 37B Photoshop: Intermediate Digital Visual Art**
18. **Art 38 Painter: Computer Digital Imaging**
19. **Art 41 Computerized Multimedia**
20. **Art 42 Computer Animation/3D**
21. **Art 43 Independent Projects Studio**
22. **Art 44 Digital Video Editing**
23. **Aviation Maintenance Technology 19V Cooperative Work Experience, Aviation Maintenance Technology**
24. **Counseling 263 Leadership Development**
25. **Criminology 19V Cooperative Work Experience, Criminal Justice**
26. **Dance 9 Dance Conditioning**
27. **Dance 10 Modern Dance**
28. **Dance 14 Beginning Jazz Dance**
29. **Developmental Services 212 Health Management**
30. **Developmental Services 213 Communication and Advocacy**
31. **Developmental Services 214 Government Basics**
32. **Developmental Services 240 Transition To College For Students With Disabilities**
33. **Developmental Services 241 Bridge to College Arithmetic**
34. **Developmental Services 242 Bridge to College Reading**
35. **Developmental Services 250 Workability Assessment and Career Awareness**
36. **Developmental Services 251 Workability Preparation and Job Placement**
37. **Developmental Services 252 Workability Strategies and Job Maintenance**
38. **Developmental Services 255 Workability Experience**
39. **Developmental Services 259 Strategies Intervention**
40. **Developmental Services 262 Group Interaction for Students with Disabilities**
41. **Developmental Services 263 Group Dynamics-Peer Mentoring**
42. **Developmental Services 270 Money Skills**
43. **Developmental Services 271 Life Skills**
44. **Developmental Services 272 Consumer Skills**
45. **Developmental Services 273 Independent Living Skills**
46. **Developmental Services 275 Horticulture Skills I**
47. **Developmental Services 276 Horticulture Skills II**
48. **Developmental Services 277 Adapted Computer Literacy**
49. **Developmental Services 283 Developmental Services: Computer Applications of Software to Reading and Writing**
50. **English 15A Creative Writing: Poetry**
51. **English 15B Creative Writing: Fiction**
52. **English 15E Creative Writing: Non-Fiction**
53. **English 15F Creative Writing: Screenwriting**
54. **English 41 Themes in Literature**
55. **English 272 Assistance In College Writing**
56. **Environmental Horticulture 35 Floral Design**
57. **Environmental Horticulture 383 Home Food Production**
58. **Film 5 Digital Filmmaking**
59. **Honors 1 Honors Colloquium**
60. **Honors 2 Honors Seminar**
61. **Human Services 19V Occupational Work Experience, Human Services**
62. **Individual Studies 49 Individual Studies**
63. **Journalism 8 Student Publication Staff**
64. **Journalism 19V Cooperative Work Experience, Journalism**
65. **Library Skills 1 Information Competency/Research Skills**
66. **Library Technology 258 Library & Computer Lab Skills**
67. **Maintenance Mechanic 251 Introduction To Manufacturing**
68. **Maintenance Mechanic 252A Trade Calculations**
69. **Maintenance Mechanic 252B Programmable Controls**
70. **Maintenance Mechanic 252C Job Prep**
71. **Maintenance Mechanic 252D Technical Report Writing**
72. **Maintenance Mechanic 253A Fluid Power**
73. **Maintenance Mechanic 253B Pneumatic Fundamentals**
74. **Maintenance Mechanic 253C Hydraulic Fundamentals**
75. **Maintenance Mechanic 254A Power Transmission**
76. **Maintenance Mechanic 254B Welding Fundamentals**
77. **Maintenance Mechanic 254C Electric Fundamentals**
78. **Manufacturing Technology 19V Cooperative Work Experience - Manufacturing Technology**
79. **Manufacturing Technology 62 Advanced Welding**
80. **Manufacturing Technology 63 Welding Certification Preparation**
81. **Manufacturing Technology 83 Machine Shop Certification Preparation**
82. **Mathematics 272 Assistance in College Mathematics**
83. **Mechanized Agriculture 19V Cooperative Work Experience, Mechanized Agriculture**
84. **Mechanized Agriculture 260 Selected Topics in Equipment Technology**
85. **Music 5 Midi Music Production**
86. **Music 24 Elementary Voice: Level I**
87. **Music 27 Beginning Guitar: Level I**
88. **Music 28 Beginning Guitar: Level II**
89. **Music 31 Concert Choir**
90. **Music 33 Chamber Singers**
91. **Music 38 Musical Theater Practicum**
92. **Music 40 Concert Band**
93. **Music 41 Jazz Ensemble**
94. **Music 42 Instrumental Ensembles**
95. **Music 43 Pep Band**
96. **Music 45 College Orchestra**
97. **Natural Resources 19V Cooperative Work Experience, Natural Resources**
98. **Natural Resources 31 Animal Packing**
99. **Natural Resources 32 Museum Techniques - Taxidermy**
100. **Physical Education 1 Adaptive Physical Education**
101. **Physical Education 2 Aerobics (Dance, Step or Water)**
102. **Physical Education 4 Badminton**
103. **Physical Education 5 Basketball**
104. **Physical Education 6 Fitness And Health**
105. **Physical Education 7 Golf**
106. **Physical Education 8 Martial Arts / Self Defense**
107. **Physical Education 10 Racquetball**
108. **Physical Education 13 Tennis**
109. **Physical Education 14 Volleyball**
110. **Physical Education 16 Fitness Walking**
111. **Physical Education 18 Floor Exercises**
112. **Physical Education 29 Yoga**
113. **Physical Education 381 Adaptive Activities**
114. **Special Studies 47 Special Studies**
115. **Special Studies 277 Special Studies**
116. **Vocational English as a Second Language 265 Understanding & Using Vocational English**
117. **Vocational English as a Second Language 265LS Understanding And Using Vocational Oral Skills In English**

Consent Agenda items A29-A49 (Developmental Services) and Consent Agenda items A85-A96 (Music) were moved from Consent Agenda for further discussion.

Approved remaining Consent Agenda items.

Developmental Services:

Linda Reither represented the Developmental Services courses. She stated the document received by FCC clearly show that the repeats do not need to be taken off these special classes.

Michael van Wyhe stated these special classes fall under Title 5 56029 which has not been amended and it is clear that classes that have been approved as special classes are repeatable.

Linda Reither stated that once a student has met the three repeats for the courses then justification would be needed for students to repeat the course again.

Music:

Lore Dobusch asked the committee to pull these courses. She has communicated with Dr. Snyder and these courses are all required for transfer. FCC is getting a letter from Fresno State that we should be able to use to show the courses are required to be repeated.

**6. OLD BUSINESS**

1. **MATH & TECHNOLOGY DEPARTMENT**

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

**Mathematics 6 Math Analysis III**

The department will bring to the committee in spring.

1. **BUSINESS DEPARTMENT**
2. **Course Modifications effective fall 2013 *(D. Gray)***
3. **Accounting 1B Principles of Accounting**

Approved course modifications to catalog description, course objectives and lab content for Accounting 1B.

Advisories will be brought to committee at next meeting.

1. **Accounting 31 Computerized Accounting**

Approved course modifications to repeats, catalog description, lab content outline and textbooks.

Approved prerequisites Accounting 40 or 1A, 2 years high school accounting or equivalent and Information Systems 15 or equivalent and advisories eligibility for English 125, 126, and Mathematics 201 for Accounting 31.

1. **Accounting 40 Applied Accounting**

Approved course modifications to units, catalog description, student learning outcomes, objectives, lab content, textbooks, and grading scale.

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

1. **Accounting 146 Income Tax-A Short Course**

At a minimum degree applicable courses must have eligibility for English 125, 126, and Mathematics 201 advisories, Title 5 55062.

Pam Gilmore stated that the committee has not been consistent in requiring the minimum advisories on degree applicable courses.

Nancy Frampton stated that writing should be included in all courses across the curriculum.

Nicholas Deftereos asked what type of writing is required. Technical writing is different from other writing.

Kate Fourchy stated technical jargon does exist but syntax, grammar is important for all writing.

Nancy Frampton said writing could be a case study or a short essay.

Approved course modifications to repeats, student learning outcomes, course objectives, textbooks, methods to measure student achievement, and grading scale.

Approved advisories eligibility for English 125, 126, and Mathematics 201 for Accounting 146.

1. **Course Modifications effective fall 2013 *(E. Nasalroad)***
2. **Business Administration 27 Students in Free Enterprise SIFE**

Approved course modifications to catalog description, lecture content outline, lab content outline, textbooks, methods to measure student achievement and grading scale for Business Administration 27. (Ayes=15, Opposed=1 N. Frampton)

Approved advisories eligibility for English 125 and 126 for Business Administration 27.

1. **Business Administration 33 Human Relations in Business**
2. **Business Administration 34 Fundamentals of Investing**
3. **Business Administration 38 Operation of the Small Business**
4. **Business Administration 52 Introduction to Entrepreneurship**

Business Administration 33, 34, 38, and 52 will be brought to next meeting.

1. **Course Modifications effective fall 2013 *(D. Morales)***

**Information Systems 47 Visual Basic**

Approved course modification to grading basis, course objectives, lab content outline, textbooks, methods to measure student achievement and grading scale.

Approved advisories eligibility for English 126 and Mathematics 201 for Information Systems 47.

1. **Prerequisite/Corequisite/Advisory Modification *(Course modification approved 10/11/2012) (D. Morales)***
   1. **Information Systems 16 Word Processing**

Approved advisories eligibility for English 125 and 126 for Information Systems 16.

1. **Course Modifications effective fall 2013 *(E. Sandoval)***
   1. **Information Systems 26A Database Concepts and Design**

Approved course modifications to grading basis, catalog description, student learning outcomes, lab content outline, textbooks, and grading scale for Information Systems 26A.

Approved prerequisites Information Systems 15 and advisories eligibility for English 126 and Mathematics 201 for Information Systems 26A.

* 1. **Information Systems 50A Introduction to Game Programming**

Approved course modifications to textbooks and grading scale for Information Systems 50A.

Approved prerequisites Information Systems 15 and advisories eligibility for English 125, 126 and Mathematics 201 for Information Systems 50A.

1. **Course Modifications effective fall 2013 *(D. Atencio)***
   1. **Information Systems 60 Operating Systems**

Approved course modifications to catalog description and lab content outline.

Approved advisories eligibility for English 126 and Mathematics 201 for Information Systems 60.

* 1. **Information Systems 61 Computer Building and Configuration**

Approved advisories eligibility for English 126 and Mathematics 201 for Information Systems 61.

* 1. **Information Systems 62 Computer Troubleshooting and Maintenance**

Approved course modifications to textbooks and methods to measure student achievement for Information Systems 62.

Approved advisories eligibility for English 126 and Mathematics 201 for Information Systems 62.

* 1. **Information Systems 63 Computer Networking I**

Approved course modifications to student learning outcomes, course objectives, textbooks and methods to measure student achievement for Information Systems 63.

Approved prerequisites Information Systems 15 and advisories eligibility for English 126 and Mathematics 201 for Information Systems 63.

* 1. **Information Systems 64 Computer Networking II**

Approved course modifications to student learning outcomes, course objectives, lab content outline, textbooks and methods to measure student achievement for Information Systems 64.

Approved advisories eligibility for English 125, 126, and Mathematics 201 for Information Systems 64.

Information Systems 60, 61, 62, 63 and 64 have been removed from the computer familiarity graduation requirement.

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

**Information Systems 69 Technical Reports and Writing**

Lore Dobusch stated concerns with the excessive units in the major and wondered if the content could be blended into other higher end courses.

Pam Gilmore told committee to email concerns to David Atencio as he had to leave before getting to this agenda item.

Lore Dobusch stated it is not fair to the faculty who have their curriculum in on time to not be allowed a full hearing and is opposed to concerns being sent via email instead of being heard during the meeting.

**7. NEW BUSINESS**

1. **HEALTH SCIENCES DEPARTMENT**
2. **Course Modifications effective fall 2013**
3. **Physical Education 12 Swimming**
4. **Physical Education 15 Weight Training**
5. **Physical Education 19 Weight Training and Aerobics**

Becky Allen will add Beginning to the titles.

1. **New Course Proposals**
2. **Physical Education 12B Intermediate Level Swim For Fitness**
3. **Physical Education 12C Advanced Swim For Fitness**
4. **Physical Education 15B Advanced Weight Training**
5. **Physical Education PE 19B Weight Training and Aerobics**
6. **Physical Education 49A Circuit Training A**
7. **Physical Education 49B Intermediate Circuit Training**
8. **Physical Education 49C Advanced Circuit Training**

Beck Allen will add Beginning to the title for Physical Education 49A and drop Physical Education 49C.

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

**English 2H Critical Reading and Writing through Literature**

Approved course modification to title for English 2H.

1. **Course Modifications effective fall 2013 *(L. Cooley/N. Cooper)***

**Journalism 7 Writing by Design: Publication and Production**

1. **New Program Proposal effective fall 2012 *(L. Cooley/N. Cooper)***

**Associate in Arts Degree in Journalism for Transfer**

Linda Cooley presented the changes to Journalism 7 and the Associate in Arts Degree in Journalism for Transfer.

1. **FINE ARTS & SOCIAL SCIENCES DEPARTMENT**
2. **New Course Proposals effective fall 2013 *(G. Masterson)***

**Art 36A Intermediate Wheel Throwing**

1. **Course Modifications effective fall 2013 *(R. Huigen)***
2. **Human Services 19V Occupational Work Experience, Human Services**
3. **Human Services 30 Group and Community Social Services**

Robin Huigen stated the corequisites are being removed because both the courses cannot be offered at the same time.

1. **AGRICULTURE & TECHNOLOGY DEPARTMENT**
2. **Course Modification effective fall 2013 *(D. Lopes)***

**Animal Science 40 Fairs and Expositions**

Lore Dobusch suggested adding this course to the Animal Science degree as an alternative to Animal Science 19V.

***Animal Science 24*** will be presented to the committee in spring to change repeats to 2 as it is also an intercollegiate competition course.

1. **Course Modification effective fall 2013 *(K. Kinney)***

**Natural Resources 3 Computers in Natural Resources**

1. **BUSINESS DEPARTMENT**
2. **Course Modification effective fall 2013 *(E. Sandoval)***

**Information Systems 50B Intermediate Game Programming**

1. **Program Deletion**

**Programming for the Web**

1. **Program Modifications**
   1. **Information Systems, IT Support Option**
   2. **Information Systems, Networking Option**
   3. **Information Systems, Web Design Option**
2. **Course Modifications effective fall 2013 *(M. Sorensen)***
3. **Business Administration 5 Business Communications**
4. **Course Modifications effective fall 2013 *(D. Meier)***
5. **Business Administration 18 Business and the Legal Environment**
6. **Economics 1A Introduction to Macroeconomics**
7. **Economics 1B Introduction to Microeconomics**

Lore Dobusch doesn’t see any problem with RC not changing the numbers/titles to match Fresno City College.

1. **Course Modifications effective fall 2013 *(E. Nasalroad)***
2. **Marketing 10 Marketing**
3. **Marketing 11 Salesmanship**
4. **Marketing 12 Advertising and Promotion**
5. **Course Deletions effective fall 2013 *(T. Ensz)***
6. **Office Technology 7 Speed Typing on Computers**
7. **Office Technology 9 Beginning Keyboarding**
8. **Office Technology 46 Championship Typing**
9. **New Course Proposals effective fall 2013 *(T. Ensz)***
10. **Office Technology 150 Beginning Keyboarding**
11. **Office Technology 151 Championship Keyboarding**
12. **Office Technology 152 Speed Typing**

Office Technology 7, 9, and 46 will be deleted if Office Technology 150, 151, and 152 are approved.

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

**Office Technology 44 Filing Procedures**

1. **Program Modifications**

**a. Administrative Assistant Associate in Science Degree**

**b. Administrative Assistant Certificate of Achievement**

**c. Medical Administrative Assistant Associate in Science Degree**

**d. Medical Administrative Assistant Certificate of Achievement**

**e. Office Assistant Certificate of Achievement**

**f. Receptionist Certificate of Achievement**

The changes reflect the typing changes to Office Technology 150, 151, 152.

1. **Course Modifications effective fall 2013 – revised for compliance with Title 5 changes on repeatable courses**
2. **Accounting 19V Cooperative Work Experience, Accounting**
3. **Accounting 44 Tax Accounting**
4. **Business Administration 19V Cooperative Work Experience, Business**
5. **Business Administration 26 Virtual Enterprise**
6. **Business Administration 103 Customer Service in Business**
7. **Cooperative Work Experience, General 19G Cooperative Work Experience**
8. **Information Systems 4 The Internet-A Brief Course**
9. **Information Systems 10 Keyboarding**
10. **Information Systems 33 Beginning Java Programming**
11. **Information Systems 40B Advanced Internet Concepts and Design**
12. **Information Systems 42A Business and Web Graphics**
13. **Information Systems 42B Flash Designs**
14. **Information Systems 48 The Internet and the Stock Market**
15. **Office Technology 19V Cooperative Work Experience, Office Technology**

These courses were overlooked by the Business Department and have not been modified. Since the department is finishing the Program Review cycle these courses must be fully reviewed. Many of them may be deleted.

1. **MATH & TECHNOLOGY DEPARTMENT**
2. **Course Modifications effective fall 2013**
3. **Mathematics 7 Differential Equations and Linear Algebra**
4. **Mathematics 201 Elementary Algebra**

The department will bring back in spring.

1. **Course Modification effective fall 2013 *(J. Heathcote)***

**Interdisciplinary Studies 100 STEM Ambassadors**

1. **New Course Proposals effective fall 2013 *(J. Heathcote)***
2. **Interdisciplinary Studies 101 STEM Careers**
3. **Interdisciplinary Studies 102 STEM Education**
4. **Interdisciplinary Studies 103 Technological Advances in STEM**
5. **Program Modification**

**Engineering Associate in Science Degree**

John Heathcote presented these modifications and new courses. They are a result of the Title 5 repeatable course change.

**8. OTHER**

9. ADJOURNMENT

Meeting adjourned at 6:10 p.m.