**Minutes**

**Present**

Ashley Calhoun, Jim Chin, Michael Cole, Jan Dekker, Lore Dobusch, Cynthia Elliott, Toni Ensz, John Fitzer, Nancy Frampton, Pam Gilmore, Nancy Marsh, Natasha Maryanow, Dede Mousseau, Ron Reimer, David Richey,

Elaine Stamper, Michael van Wyhe, Barry Warmerdam, Sheryl Young-Manning

**Absent**

Kelly Fowler, Joshua Soderlund, Cristian Solorio, Michelle Stricker, Michael White

**Visitors**

Becky Allen, George Cartwright

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 September 5, 2013**

Next meeting.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

**6. OLD BUSINESS**

1. **HEALTH SCIENCES DEPARTMENT**

**1. New Course Proposals**

1. **Dance 15 Intermediate Jazz Dance Technique**
2. **Dance 28 Intermediate Modern Dance Technique**

Next meeting.

**7. NEW BUSINESS**

**A. FINE ARTS & SOCIAL SCIENCES DEPARTMENT**

**1. Course Modifications & Advisories/Prerequisites/Corequisites – PROGRAM REVIEW**

1. **Criminology 1 Introduction to Criminology**
2. **Criminology 3 Legal Aspects of Evidence**
3. **Criminology 4 Principles & Procedures of the Justice System**
4. **Criminology 5 Community Relations**
5. **Criminology 6 Criminal Law**
6. **Criminology 7 Police Operations and Procedures**
7. **Criminology 8 Criminal Investigations**
8. **Criminology 10 Vice Control**
9. **Criminology 11 Juvenile Delinquency**
10. **Criminology 12 Criminal Justice Communications**
11. **Criminology 13 The Constitution and Your Individual Rights**
12. **Criminology 14 Multicultural Issues within Public Safety**
13. **Criminology 15 Introduction to Police Ethics**
14. **Criminology 19V Cooperative Work Experience, Criminal Justice**
15. **Criminology 20 Introduction to Corrections**
16. **Criminology 23 Correctional Interviewing and Counseling**
17. **Criminology 24 Control and Supervision in Corrections**
18. **Criminology 28 Probation and Parole**

Elaine Stamper said her comments were related to all the courses she looked at. She asked how well do the students do in the courses if they have not taken English 125 and 126. There is analysis, substantial writing, and term papers listed for the courses. She is concerned about the content review and would like to know if it would be more helpful if the advisories were raised a level or even add prerequisites.

George Cartwright stated the department doesn’t do prerequisites. George did not write the outlines, just modifying because of program review.

The committee explained we do prerequisites if justified.

Pam Gilmore stated we don’t want an easy fix. The problem with prerequisites is that every student has to take and pass the prerequisite course or challenge the prerequisite course. There are a lot of students above the English 125/126 level.

A course does not have to have successful completion of English 125/126 as the prerequisite. The prerequisite could be eligibility for English 1A and students may use the assessment score.

Prerequisites cannot be placed on courses without justification. It was suggested between now and the next Criminology program review, gather the data to show evidence of how successful/unsuccessful students are with and without English 125/126.

It was recommended the Criminology faculty talk to other faculty within the department because adding prerequisites could affect the program and course enrollments.

Prerequisites/advisories are in Title 5 55003.

These courses have been submitted for C-ID and C-ID does not have prerequisites on the courses.

Pam Gilmore said that Chancellor’s cabinet has approved content review and it will be going to the Board.

The purpose of prerequisites and advisories is to help students be more successful in the courses and not to match courses from somewhere else.

John Fitzer recommended looking at the criminology program review to see if there is anything to suggests prerequisites are needed.

In general for all course outlines: review formatting, spelling, syntax, advisory justifications, multicultural paragraphs, methods of assessment.

**B. COMPOSITION, LITERATURE, COMMUNICATION DEPARTMENT**

**1. New Distance Education Proposals**

1. **English 105 Grammar and Punctuation**
2. **English 1BH Honors Introduction to the Study of Literature**

These will be offered with 0-99% on-campus meetings.

Elaine Stamper explained the primary reasons for these proposals: limited classroom space, flexibility for scheduling, and student access.

The Chair expressed concern about offering this level of course online because students may not be successful and it is included in the Office Technology certificates. Office Technology students are not prepared for online courses.

Sheryl Young-Manning said she has taught English 125 online and does not see a problem with this level being offered online compared to transfer level courses.

It is not appropriate to look at the instructors teaching the course being presented for distance education, to discuss the rigor of the course for distance education, but to discuss the appropriateness of the course for distance education and for the benefit to the student. The committee has approved 100 level courses for distance education.

Honors courses do not have to be offered face-to-face.

Willow has a problem if enrollment cannot be limited to only RC students. Willow only has 9-10 honors students and does not want to lose their students to RC’s online course.

Lore Dobusch explained the intent is not to prevent students from enrolling into the courses, but the individual Honors programs would keep students at their respective sites.

**C. HEALTH SCIENCES DEPARTMENT**

**1. Course Advisories/Prerequisites/Corequisites**

**Physical Education 45**

Approved English 126 advisory for Physical Education 45.

**2. Program Modifications effective fall 2013**

**a. Physical Education Associate in Science Degree**

**b. Certificate in Coaching**

Approved program modifications for the Physical Education AS degree and the Certificate in Coaching.

**8. OTHER**

Distance Education:

Need to review older approved distance education proposals for and determine if still relevant.

Review in spring.

Work on a list of courses.

Why have the hybrid option when we now have the online with 0-99% on-campus option?

Need new Department of Education Distance Education Requirements.

9. ADJOURNMENT

Meeting adjourned at 4:26 p.m.