**Minutes**

**Present**

Franchesca Amezola, Ashley Calhoun, Jim Chin, Michael Cole, Cynthia Elliott, Toni Ensz, John Fitzer, Kate Fourchy, Nancy Frampton, Pam Gilmore, Doug Gong, Robin Huigen, Nancy Marsh, David Richey, Michael van Wyhe, Sheryl Young-Manning

**Absent**

David Clark, Lore Dobusch, Richardson Fleuridor, Kent Kinney, ASG Representative

**Visitors**

Becky Allen, Jason Asman, David Atencio, Linda Cooley, John Heathcote, Kristine Hodges, Eric Nasalroad

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 18, 2012**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

**6. OLD BUSINESS**

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

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

Approved modifications to hours, catalog description, student learning outcomes, course objectives, content outline, textbooks, methods to measure student achievement, and grading scale.

Approved advisories ***Eligibility for English*** 1A.

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

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

Approved new Associate in Arts Degree in Journalism for Transfer with addition of English 3H.

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**

Approved course modifications for Physical Education 12, 15, and 19.

Approved advisory modifications for Physical Education 12, 15, and19.

1. **New Course Proposals**
2. **Physical Education 12B Intermediate 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**

Pulled Physical Education 49B.

Approved new courses Physical Education 12B, 12C, 15B, 19B and 49A.

Approved advisories for PE 12B, 12C and 19B.

1. **FINE ARTS & SOCIAL SCIENCES DEPARTMENT**
2. **Course Modifications effective fall 2013 *(R. Huigen)***
3. **Human Services 19V Occupational Work Experience, Human Services**
4. **Human Services 30 Group and Community Social Services**

Approved course modification to repeats for Human Services 19V.

Approved removing corequisite for Human Services 30.

1. **New Course Proposals effective fall 2013 *(G. Masterson)***

**Art 36A Intermediate Wheel Throwing**

Pulled, no one from the department attended meeting to present course.

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

**Animal Science 40 Fairs and Expositions**

Requested changes were not made to course from last meeting.

Approved 0 repeats for Animal Science 40.

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

**Natural Resources 3 Computers in Natural Resources**

Pulled, no one from the department attended meeting to present course.

1. **MATH & TECHNOLOGY DEPARTMENT**
2. **Course Modification effective fall 2013 *(J. Heathcote)***

**Interdisciplinary Studies 100 STEM Ambassadors**

Approved course modifications title, repeats, catalog description, student learning outcomes, course objectives, content outline, textbooks, methods to measure student achievement, and grading scale.

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**

Approved new courses Interdisciplinary Studies 101, 102 and 103.

Approved advisories for Interdisciplinary Studies 101, 102 and 103.

1. **Program Modification**

**Engineering Associate in Science Degree**

Approved Engineering Associate in Science Degree modifications.

1. **BUSINESS DEPARTMENT**
2. **Advisories effective fall 2013 *(D. Gray) (course modifications approved 10/18/2012)***

**Accounting 1B Principles of Accounting**

Pulled, advisory justification incomplete.

1. **Course Modifications effective fall 2013 *(E. Nasalroad)***
2. **Business Administration 33 Human Relations in Business**
3. **Business Administration 34 Fundamentals of Investing**
4. **Business Administration 38 Operation of the Small Business**
5. **Business Administration 52 Introduction to Entrepreneurship**

Approved course modifications for Business Administrationn33, 34, 38 and 52.

Approved advisories for Business Administrationn33, 34, 38 and 52.

**3. Course Deletion effective spring 2013 *(M. Sorensen)***

**Business Administration 103 Customer Service in Business**

Approved deletion of Business Administration 103.

1. **Course Modifications effective fall 2013 *(M. Sorensen)***

**Business Administration 5 Business Communications**

Approved course modifications to catalog description, student learning outcomes, and course objectives.

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

**Information Systems 69 Technical Reports and Writing**

Department has withdrawn this new course. Will look at incorporating into existing courses.

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

**Information Systems 50B Intermediate Game Programming**

Pulled, course description suggests continuation of Information Systems 50B but does not have Information Systems 50A as a prerequisite.

1. **Program Deletion**

**Programming for the Web**

Pulled, deletion was a mistake. Program will be modified.

1. **Program Modifications**
   1. **Information Systems, Help Desk Option**
   2. **Information Systems, Networking Option**
   3. **Information Systems, Web Design Option**

Approved title change for Information Systems Help Desk Option.

Pulled Information systems Networking and Web Design option modifications.

1. **Course Modifications effective fall 2013 *(D. Meier)***
2. **Business Administration 18 Business and the Legal Environment**

Approved course modifications for Business Administration 18.

Approved advisories for Business Administration 18.

1. **Economics 1A Introduction to Macroeconomics**
2. **Economics 1B Introduction to Microeconomics**

Approved course modifications for Economics 1A and 1B.

Approved advisories for Economics 1A and 1B.

1. **Course Modifications effective fall 2013 *(E. Nasalroad)***
2. **Marketing 10 Marketing**
3. **Marketing 11 Salesmanship**
4. **Marketing 12 Advertising and Promotion**

Approved course modifications for Marketing 10, 11 and 12.

Approved advisories for Marketing 10, 11 and 12.

1. **Course Deletions effective fall 2013 *(T. Ensz)***
2. **Office Technology 7 Speed Typing on Computers**
3. **Office Technology 9 Beginning Keyboarding**
4. **Office Technology 46 Championship Typing**

Approved course deletions for Office Technology 7, 9 and 46.

1. **New Course Proposals effective fall 2013 *(T. Ensz)***
2. **Office Technology 150 Beginning Keyboarding**
3. **Office Technology 151 Championship Keyboarding**
4. **Office Technology 152 Speed Typing**

Approved new courses Office Technology 150, 151 and 152.

Approved advisories for Office Technology 150, 151 and 152.

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

**Office Technology 44 Filing Procedures**

Approved course modifications to catalog description.

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**

Approved program modifications.

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. **Cooperative Work Experience, General 19G Cooperative Work Experience**
7. **Information Systems 4 The Internet-A Brief Course**
8. **Information Systems 10 Keyboarding**
9. **Information Systems 33 Beginning Java Programming**
10. **Information Systems 40B Advanced Internet Concepts and Design**
11. **Information Systems 42A Business and Web Graphics**
12. **Information Systems 42B Flash Designs**
13. **Information Systems 48 The Internet and the Stock Market**
14. **Office Technology 19V Cooperative Work Experience, Office Technology**

Approved course modification to repeats.

**7. NEW BUSINESS - none**

**8. 2 + 2**

**Business Administration 26 Virtual Enterprise, 3 units**

4207R – Reedley High School, Virtual Enterprise

4088R – Sanger High School, Virtual Enterprise

**Criminology 1 Introduction to Criminology, 3 units**

4220R – Reedley High School, Criminal Justice – Introduction to

**Nursing Assistant Training 101 Nursing Assistant Training, 6 units**

4222R – Reedley High School, Pre-Certification Nursing Assistant (CNA)

4078R – Sanger High School, Pre-Certification Nursing Assistant (CNA)

4152R – Selma High School, Pre-Certification Nursing Assistant (CNA)

**9. OTHER**

10. ADJOURNMENT

Meeting adjourned at 4:47 p.m.