**Agenda**

1. **CALL TO ORDER**

**2. ROLL**

**3. APPROVAL OF THE MINUTES OF February 21, 2013**

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

**6. OLD BUSINESS**

1. **BUSINESS DEPARTMENT**
2. **Course Modification effective fall 2013**

**a. Office Technology 28 Medical Office Management Software**

**b. Office Technology 260 Topics in Office Technology**

**7. NEW BUSINESS**

1. **BUSINESS DEPARTMENT**
2. **Course Deletions effective fall 2013**
3. **Business Administration 260A Communicating, Motivating, Morale for the Work Environment**
   1. **Business Administration 260AA Customer Service Academy-Stress Management**
   2. **Business Administration 260AB Customer Service Academy-Conflict Management**
   3. **Business Administration 260AC Customer Service Academy-Problem Solving**
   4. **Business Administration 260AD Customer Service Academy-Managing Organizational Change**
   5. **Business Administration 260B Attitudes, Values, and Ethics in the Work Place**
   6. **Business Administration 260C Decision Making and Problem Solving**
   7. **Business Administration 260D Conflict and Stress Management**
   8. **Business Administration 260E Writing Policies and Procedures**
   9. **Business Administration 260F Employment Relations**
   10. **Business Administration 260G How to Manage Change**
   11. **Business Administration 260H Personnel Issues For Staff**
   12. **Business Administration 260I Supervising Employees and Team Building**
   13. **Business Administration 260K Writing For Managers Workshop**
   14. **Business Administration 260S Operating a Small Business**
   15. **Business Administration 260T Business Plan Development**
   16. **Business Administration 260U Customer Service Academy-Customer Service**
   17. **Business Administration 260V Customer Service Academy-Communicating With People**
   18. **Business Administration 260W Customer Service Academy-Team Building**
   19. **Business Administration 260X Customer Service Academy-Attitudes in the Workplace**
   20. **Business Administration 260Y Customer Service Academy-Values and Ethics**
   21. **Business Administration 260Z Customer Service Academy-Time Management**
4. **FINE ARTS & SOCIAL SCIENCE DEPARTMENT**
5. **Course Modifications (Program Review) effective fall 2014** 
   1. **Ethnic Studies 5 African People in the New World**
   2. **Ethnic Studies 32 History of the Mexican American People**
   3. **History 1 Western Civilization to 1648**
   4. **History 2 Western Civilization from 1648**
   5. **History 5 African People in the New World**
   6. **History 11 History of the United States to 1877**
   7. **History 12 History of the United States since 1877**
   8. **History 12H Honors of the United States since 1877**
   9. **History 20 Comparative World Civilizations to 1600**
   10. **History 22 History of American Women**
   11. **History 32 History of the Mexican American People**
6. **Program Modification effective fall 2013**

Associate in Arts Degree in Psychology for Transfer – add additional biology courses

**8. COURSE OUTLINE OF RECORD**

**a. Credit Course Outline**

**b. Non-credit Course Outline**

**9. PROPOSED 2+2 PROCESS REVISIONS**

**10. OTHER**

11. ADJOURNMENT