**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