**Minutes**

**Present**

Bill Blanken, Jim Chin, Breanne Cooper (ASB), Nicholas Deftereos, Lore Dobusch, Toni Ensz, Kate Fourchy, Nancy Frampton, Pam Gilmore, Robin Huigen, Cynthia MacDonald, Jon McPhee, David Nippoldt, Ron Reimer, David Richey, Amanda Taintor, Samara Trimble, Sheryl Young-Manning

**Absent**

Marilyn Behringer, Tom West

**Visitors**

Sara Aguirre, Franchesca Amezola, Garry Elliott, Karen Hammer, Everett Sandoval, Michael van Wyhe, Barry Warmerdam

**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 7, 2010**

Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

 **A. DISABLED STUDENTS PROGRMS AND SERVICES DEPARTMENT**

 **1. Course Modifications effective spring 2011**

**a. Developmental Services 212 Health Management**

Revised catalog description, outcomes, and objectives.

**b. Developmental Services 213 Communication and Advocacy**

Revised catalog description, outcomes, objectives, and textbook.

**c. Developmental Services 214 Government Basics**
Revised catalog description, outcomes, objectives, and added multicultural statement.

**d. Developmental Services 240 Transition to College for Students with Disabilities**
Revised outcomes, and objectives.

**e. Developmental Services 241 Bridge to College Arithmetic**

Revised outcomes, objectives, textbooks, and added lab content outline.

**f. Developmental Services 242 Bridge to College Reading**
Revised catalog outcomes, methods to measure student achievement, and added lab content outline.

**g. Developmental Services 250 Workability Assessment and Career Awareness**

Revised catalog description, outcomes, objectives, lecture content outline, textbooks, grading scale, and added lab content outline.

**h. Developmental Services 251 Workability Preparation and Job Placement**
Revised outcomes, objectives, lecture content outline, textbooks, grading scale, and added lab content outline.

**i. Developmental Services 252 Workability Strategies and Job Maintenance**
Revised outcomes, objectives, content outline, textbooks, grading scale.

**j. Developmental Services 255 Workability Experience**
 Revised outcomes, objectives, and textbook.

**k. Developmental Services 259 Strategies Intervention**
 Revised outcomes and textbooks.

**l. Developmental Services 262 Group Interaction for Students With Disabilities**
 Revised grading basis to pass/no pass only, repeatability to 3, catalog description, outcomes and objectives.

**m. Developmental Services 263 Group Dynamics-Peer Mentoring**

Revised grading basis to pass/no pass only, repeatability to 3, outcomes, objectives, content outline, textbook, methods to measure student achievement, and grading scale.

**n. Developmental Services 272 Consumer Skills**

 Revised catalog description, outcomes, objectives, lecture content outline, methods to measure student achievement, and added lab content outline.

**p. Developmental Services 273 Independent Living Skills**
 Revised title, catalog description, outcomes, objectives, lecture content outline, methods to measure student achievement, and added lab content outline.

**q. Developmental Services 275 Horticulture Skills I**
 Revised repeatability, catalog description, outcomes, objectives, content outline, methods to measure student achievement, and added grading scale.

**r. Developmental Services 276 Horticulture Skills II**

 Revised repeatability, catalog description, outcomes, objectives, content outline, methods to measure student achievement, and added grading scale.

**s. Developmental Services 277 Adapted Computer Literacy**

 Revised outcomes, objectives, lecture content outline, instructional materials, methods to measure student achievement, added lab content outline, and grading scale.

**t. Developmental Services 283 Developmental Services: Computer Applications of Software to Reading and Writing**

Revised catalog description, outcomes, lecture content outline, textbook, methods to measure student achievement, and added lab content outline.

 **2. NEW COURSE PORPOSALS EFFECTIVE SPRING 2011**

 **a. Developmental Services 270 Money Skills, 2 units, 1lecture hour, 4 lab hours, pass/no pass only, 3 repeats. No advisories/prerequisites.** This course focuses on basic skills and terminology associated with using money. It is designed for the developmentally delayed learner in preparation for Developmental Services 272: Consumer Skills.

 **b. Developmental Services 271 Life Skills, 2 units, 1lecture hour, 4 lab hours, pass/no pass only, 3 repeats. No advisories/prerequisites.** This course focuses on the development of basic personal money management skills. This course is designed for the developmentally delayed learner.

The Chair asked if there were any courses to pull from the consent agenda for further discussion. The committee approved pulling Developmental Services 272, 273, 276, and 283 from the consent agenda and moving to old business to discuss added advisories.

Approved consent agenda items a-m, q, and s.

**6. OLD BUSINESS**

 **A. DISABLED STUDENTS PROGRMS AND SERVICES DEPARTMENT**

 **1. Course Modifications effective spring 2011**

**a. Developmental Services 272 Consumer Skills**

 Revised catalog description, outcomes, objectives, lecture content outline, methods to measure student achievement, and added lab content outline.

**b. Developmental Services 273 Independent Living Skills**
 Revised title, catalog description, outcomes, objectives, lecture content outline, methods to measure student achievement, and added lab content outline.

**c. Developmental Services 276 Horticulture Skills II**

 Revised repeatability, catalog description, outcomes, objectives, content outline, methods to measure student achievement, and added grading scale.

**d. Developmental Services 283 Developmental Services: Computer Applications of Software to Reading and Writing**

Revised catalog description, outcomes, lecture content outline, textbook, methods to measure student achievement, and added lab content outline.

Committee moved these courses to next week in order for the advisory justifications be completed.

**7. NEW BUSINESS**

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

 **1. Course modifications effective fall 2011**

 **a. Criminology 2 Traffic Control**
Revised textbooks and grading scale.

**b. Criminology 3 Legal Aspects of Evidence**
 Revised textbooks and grading scale.

 **c. Criminology 4 Principles & Procedures of the Justice System**
 Revised textbooks, methods to measure student achievement, and grading scale.

 **d. Criminology 5 Community Relations**
 Revised textbooks, grading scale, and added global statement.

 **e. Criminology 6b Criminal Law**
 Revised textbook, and grading scale.

 **f. Criminology 7a Police Operations and Procedures**

 Revised textbooks, methods to measure student achievement, grading scale, and added global statement.

 **g. Criminology 7b Police Operations and Procedures**
 Revised textbooks, methods to measure student achievement, and grading scale.

 **h. Criminology 8 Criminal Investigation**
 Revised textbooks, methods to measure student achievement, and grading scale.

 **i. Criminology 10 Vice Control**
 Revised outcomes, objectives, textbooks, methods to measure student achievement, grading scale, and added multicultural statement.

 **j. Criminology 11 Juvenile Delinquency**
 Revised textbooks, methods to measure student achievement, and grading scale.

 **k. Criminology 12 Criminal Justice Communications**
 Revised textbooks, methods to measure student achievement, and grading scale.

 **l. Criminology 19v Cooperative Work Experience, Criminal Justice**

 **m. Criminology 28 Probation and Parole**

 Revised textbooks, methods to measure student achievement, and grading scale.

In general the comments apply to most of the Criminology courses:

* Change “assemble” to explain in the first outcome
* Expand catalog descriptions
* Review multicultural/global statements and check the correct line
* Can “case brief” be both extra credit and part of the grading scale?
* Change “correctly use” to “use” in outcomes

 The Chair asked committee members to email any other suggestions to Garry Elliott.

 **n. Sociology 1A Introduction to Sociology**

Revised outcomes, objectives, methods to measure student achievement and grading scale.

 **o. Sociology 2 American Minority Groups**

Revised outcomes, objectives, textbooks, and grading scale.

Email comments to Robin Huigen for sociology courses.

 **B. BUSINESS DEPARTMENT**

 **1. New Course Proposal effective spring 2011**

 **Information Systems 50B Intermediate Game Programming, 3 units, 3 lecture hours, 1 lab hour, graded only, 3 repeats. Prerequisites: Information Systems 50A. Advisories: Eligibility for English 125 or 126, and Mathematics 101. Program: Information Systems Associate in Science Degree and Certificate of Achievement.** This course is designed to continue student's game programming development utilizing Adobe Flash application. Students will plan, design, implement and maintain games focused on game framework design for stand-alone computer systems or on the Internet.

The articulation officer asked for more detail in the content outline for articulation purposes. IS50A has been accepted and she would like to submit IS 50B for consideration.

 **2. Program Modifications effective spring 2011**

 **a. Information Systems Associate in Science Degree**

Add new course Information Systems 50B and program outcomes

 **b. Information Systems Certificate of Achievement**

Add new course Information Systems 50B and program outcomes

 **c. Programming for the Web Certificate of Achievement**

Add new course Information Systems 50B and program outcomes

Everett Sandoval will look at the programs and make corrections to courses being added/deleted from programs.

 **3. Course Deletions effective spring 2011**

 **a. Office Technology 4 Machine Transcription**

Classes are no longer offered.

 **b. Office Technology 8 Practicum in Customer Relations**

Classes are no longer offered.

 **c. Office Technology 11B Corel WordPerfect Essentials**

Classes are no longer offered.

 **d. Office Technology 27 Medical Transcription**

Classes are no longer offered.

 **e. Office Technology 122 Keyboarding Improvement**

Classes are no longer offered.

Approved course deletions for OT 4, 8, 11B, 27, and 122.

 **4. Distance Education Modification**

 **Economics 1A Introduction to Macroeconomics**

Revised to allow for0-99% on-campus meetings

 Committee reviewed the proposed distance education modification for Economics 1A and agreed to move to next week’s consent agenda.

 **5. Course Modification Proposals effective fall 2011**

 **a. Office Technology 16**

 Revised catalog description, outcomes, objectives, textbooks, and grading scale.

 The Chair pulled this course until spring 2011. Said it was pre-launched prematurely as she had been using as a training tool.

 **C. DISABLED STUDENTS PROGRMS AND SERVICES DEPARTMENT**

 **1. New Program Proposal effective spring 2011**

**Developmental Services Certificate in Life Skills, 16 units**

The Director for Disabled Students wants this certificate for students with the lowest level of skills and students in the workability program to be able to leave with a certificate when they complete their courses.

 **D. READING AND LANGUAGE DEPARTMENT**

 **1. Course Modifications effective fall 2011**

 **a. French 1 Beginning French**

 Revised lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, methods to measure student achievement, and grading scale.

 **b. French 2 High-Beginning French**

 Revised lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, methods to measure student achievement, and grading scale.

 **c. French 3 Intermediate French**

 Revised lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, methods to measure student achievement, and grading scale.

 **d. French 4 High-Intermediate French**

 Revised lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, global/multicultural statement, methods to measure student achievement, and grading scale.

 **e. German 1 Beginning German**
 Revised lecture and lab hours, catalog description, outcomes, objectives, lecture and lab content outline, textbooks, methods to measure student achievement, and grading scale.

 **f. German 2 High-Beginning German**
 Revised advisories, lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, multicultural/global statement, methods to measure student achievement, and grading scale.

 **g. German 3 Intermediate German**

 Revised advisories, lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, multicultural/global statement, methods to measure student achievement, and grading scale.

 **h. German 4 High-Intermediate German**

 Revised advisories, lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, methods to measure student achievement, and grading scale.

 **i. Spanish 1 Beginning Spanish**

 Revised lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, and methods to measure student achievement.

 **j. Spanish 2 High-Beginning Spanish**

 Revised advisories, lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, multicultural/global statement, and methods to measure student achievement.

 **k. Spanish 3 Intermediate Spanish**

 Revised advisories, catalog description, lecture and lab hours, outcomes, objectives, lecture and lab content outline, textbooks, multicultural/global statement, and methods to measure student achievement.

 **l. Spanish 3ns Spanish for Spanish Speakers**

 Revised advisories, outcomes, objectives, lecture and lab content outline, textbooks, multicultural/global statement, methods to measure student achievement, and grading scale.

 **m. Spanish 4 High-Intermediate Spanish**

 Revised advisories, lecture and lab hours, outcomes, objectives, lecture and lab content outline, and textbooks.

 **n. Spanish 4ns Spanish for Spanish Speakers**

 Revised advisories, catalog description, outcomes, objectives, lecture and lab content outline, textbooks, multicultural/global statement, methods to measure student achievement, and grading scale.

 **o. Spanish 15 Practical Spanish Conversation, Intermediate Level**

Revised advisories, content outline, texts, and methods to measure student achievement.

 **p. Spanish 16 Practical Spanish Conversation, High-Intermediate Level**

 Revised advisories, outcomes, content outline, textbooks, and methods to measure student achievement.

 **q. Spanish 251 Practical Spanish for the Professions**

 Revised advisories, outcomes, content outline, textbooks, and methods to measure student achievement.

 **r. Spanish 252 Practical Spanish for the Professions**

 Revised advisories, outcomes, objectives, content outline, textbooks, and methods to measure student achievement.

 The Chair explained that the committee has a job to do, approve or deny curriculum and that any faculty member has the right to bring curriculum directly to the curriculum committee. The Department Chair for Languages has asked to remove Spanish 15, 16, and 252 from the agenda because they were not reviewed by the department and had been pre-launched without department review. He made it clear that the department is in support of these courses.

 It was approved to remove Spanish 15, 16, and 252 until next semester.

 In general comments apply to most language courses:

* Something taught in class is not an outcome of the course
* Grading scale range doesn’t add up to 100%
* Don’t use greater than in outcomes
* Outcomes need to be measurable

 The Department Chair asked for advice from the committee on how to be able to continue using “or the equivalent skill level as determined by instructor” as a prerequisite or to help define an appropriate statement for this. The Chair said she will talk to the Vice President of Instruction.

 **E. SCIENCE DEPARTMENT**

 **1. Course Modifications effective fall 2011**

 **a. Chemistry 1A General Chemistry**

Revised advisories, catalog description, outcomes, objectives, textbooks, and grading scale.

 **b. Chemistry 3B Introductory Organic and Biological Chemistry**

Revised advisories, catalog description, outcomes, textbooks, and grading scale.

 The advisory page needs to be completed for the English 1A advisory. David Nippoldt stated that he was glad to see this advisory being added to courses.

 **2. New Course Proposals effective fall 2011**

 **a. Geography 40A World Regional Geography, 3 units, 3 lecture hours, pass/no pass option, 0 repeats. Advisories: Eligibility for English 125 or 126. RC General Education Area B2.**

This course covers Europe, the post-Soviet Region, the Middle East, and Africa: a study of the physical settings, population patterns, natural resources, and economic and political status of these regions. This course is not equivalent to Geography 4A offered at Fresno City College, however Geography 40A and 40B together are equivalent to the Fresno City College courses Geography 4A and 4B together.

  **b. Geography 40B World Regional Geography, 3 units, 3 lecture hours, pass/no pass option, 0 repeats. Advisories: Eligibility for English 125 or 126. RC General Education Area B2.**

This course covers Asia, the Americas, Australia, New Zealand, and the Pacific Islands: a study of the physical settings, population patterns, natural resources, and economic and political status of these regions. This course is not equivalent to Geography 4B offered at Fresno City College, however Geography 40A and 40B together are equivalent to the Fresno City College courses Geography 4A and 4B together.

The Justification of Need needs to be completed

 Remove “courses are not equivalent to Geography 4A offered at Fresno City College however” from catalog description.

 For outcome A & C use describe

 Will these be added to a program?

 Same title cannot be used for both of these, check with Lore Dobusch

 **3. Course Modification Proposals effective fall 2011**

 **a. Geography 5 Physical Geography: Environmental Conditions**

Revised outcomes, textbooks, and grading scale.

 **b. Geography 9 Physical Geography: Land Formation**

Revised outcomes, objectives, textbooks, methods to measure student achievement, and grading scale.

The committee opened up these courses as a first read and are to email their comments to Jon McPhee.

**8. CONSIDERATION OF FORM TO CHANGE STATUS OF COURSE OR PROGRAM**

Some departments will be deactivating courses for Program Review purposes and will not be assessing student learning outcomes for deactivated courses.

Approved this form to be used to deactivate/reactivate courses & programs.

**9. 2 + 2 ARTICULATION**

 **Sanger HS, Health 1 - RC Course, Health 1 Contemporary Health Issues, 3 units**

 **Kingsburg HS, VROP First Aid & Safety – RC Course, Health 2 First Aid and Safety, 2 units**

**10. OTHER**

11. ADJOURNMENT

 Meeting adjourned at 6:05 p.m.