**Minutes**

**Present**

Franchesca Amezola, Ashley Calhoun, Michael Cole, Lore Dobusch, Toni Ensz, Tracy Estrada, John Fitzer, Richardson Fleuridor, Kate Fourchy, Nancy Frampton, Pam Gilmore, Doug Gong, Nancy Marsh, David Richey, Melanie Sanwo, Michael van Wyhe, Sheryl Young-Manning

**Absent**

David Clark, Cynthia Elliott, Kelly Fowler, Kent Kinney

**Visitors**

Randy Genera, Steven Marcial, Diane Schoenberg

1. **CALL TO ORDER**

 Meeting called to order at 3:07 p.m.

**2. ROLL**

 Roll sheet was circulated.

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

 Minutes approved as submitted.

**4. INTRODUCTION OF VISITORS**

**5. CONSENT AGENDA**

 Approved amending agenda to include AR 4260 second hearing and discussion of families as new business.

**6. OLD BUSINESS**

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

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

Approved course modifications for Office Technology 28.

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

Approved course modifications for Office Technology 260 topics template.

1. **AR 4260 PROPOSED CHANGES FROM FRESNO CITY COLLEGE**

The comments are from FCC’s author of the modifications.

Approved sending proposed changes to Academic Senate.

**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**

Approved course deletions for Business Administration 260A, 260AA, 260AB, 260AC, 260AD, 260B, 260C, 260D, 260E, 260F, 260G, 260H, 260I, 260K, 260S, 260T, 260U, 260V, 260W, 260X, 260Y, 260Z.

1. **FINE ARTS & SOCIAL SCIENCE DEPARTMENT**
2. **Course Modifications (Program Review) effective fall 2013**
	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**

 These modifications are a result of Program Review and the textbooks are being updated to a current text. Randy will rewrite the catalog descriptions with full sentences.

1. **Program Modification effective fall 2013**

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

 Approved suspending rules to allow this program modification to be heard as a one hearing item.

 Approved program modification for the Associate in Arts Degree in Psychology for Transfer.

1. **PROPOSED FAMILIES FROM FRESNO CITY COLLEGE**

Committee said the discipline faculty should have input in what is included in the families.

 There was concern that this would negatively impact sections that are cross-listed.

 It was explained to the committee these families need to be in place for registration starting next week.

**8. COURSE OUTLINE OF RECORD**

 **a. Credit Course Outline**

 **b. Non-credit Course Outline**

 A current course will be entered on the proposed course outline as a sample of how our courses would appear in the new format.

 Once finished with the Credit Course Outline of Record we will work on the Non-credit Course Outline.

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

The State Center Consortium is proposing changes to the process for approving courses for 2 + 2.

Lore Dobusch explained that Reedley College is not in compliance with AR 4050 and Title 5 55051. She explained that we do not have a High school Articulation Officer appointed and that students are being granted 2 + 2 credit without having taken the required credit by exam.

**10. OTHER**

11. ADJOURNMENT

 Meeting adjourned at 5:00 p.m.