**Minutes**

**Present**

Melissa Affeldt, Ashley Calhoun, Michael Cole, Todd Davis, Jan Dekker, Toni Ensz, Richardson Fleuridor, Nancy Marsh, Natasha Maryanow, Erica Murrietta, Ernest Pruneda (ASG), Ron Reimer, David Richey, Elaine Stamper, Kevin Woodard, Sheryl Young-Manning

**Absent**

Jim Chin, Claudia Habib, Lois Parento, Devinann Sherwood (ASG)

**Visitors**

Vanessa Buldo, Kristine Hodges, Kalisha Grandison, Deb Lapp

1. CALL TO ORDER

 Meeting called to order at 3:03 p.m.

2. ROLL

 Roll sheet was circulated.

3. APPROVAL OF THE MINUTES OF February 18, 2016

Minutes approved as submitted.

4. INTRODUCTION OF VISITORS

5. OPEN FORUM

 Aviation Maintenance courses will be coming through to add corequisites and for program review.

6. ARTICULATION OFFICER UPDATE/COMMENTS

 Animal Science 23, Art 33, Business Administration 30 and 48 have been added to ASSIST.

7. CONSENT AGENDA

 A. COUNSELING DEPARTMENT

 1. Course Modification – fall 2016

 Counseling 120 College Introduction

 2. Distance Education Proposal – Hybrid Mode of Delivery – fall 2016

 Counseling 120 College Introduction

 Approved consent agenda.

8. OLD BUSINESS

 A. SCIENCE DEPARTMENT – **PROGRAM REVIEW**

 1. Course Modifications

 a. Biology 1 Principles of Biology

 b. Biology 20 Human Anatomy

 c. Biology 31 Microbiology

 Biology 31 was pulled.

 Approved course modifications for Biology 1 and 20.

 2. Program Modifications

 Biological Sciences AS

 Biological Sciences program modification pulled.

 B. FINE ARTS & SOCIAL SCIENCE DEPARTMENT

 Course Modification

 Human Services 20 Introduction to Social Welfare

 Human Services 20 was pulled.

9. NEW BUSINESS

 A. COMPOSITION, LITERATURE & COMMUNICATION DEPARTMENT

 1. Course Deletion

 Interdisciplinary Studies 301 Basic Skills Development

 Interdisciplinary Studies 301 was pulled.

 2. New Course Proposal

 English 36 Women’s Literature

 Deb Lapp presented the new Women’s Literature course. She is going to teach the course as a theme for English 41 Themes in Literature before offering the new course.

 3. Distance Education Proposal

 English 36 Women’s Literature

 Requesting approval to offer this course online with 0-99% on-campus meetings.

 4. Course Modification

 Communication 25 Argumentation

 Changing Communication 1 from a prerequisite to an advisory.

 Michael Cole asked if there wasn’t a compelling reason to add Communication 1 as a prerequisite when the prerequisite was added. What has changed that would have the committee approve this change?

 Vanessa Buldo explained that concepts from Communication 1 had been reviewed at the beginning of the courses and they felt the need for the prerequisite was justified at that time because the failure rate was pretty high.

 They have found that students who have taken Communication 1 do not necessarily have the skills to be successful and they have had to spend time getting students moved to different classes.

 B. READING & LANGUAGES DEPARTMENT

 1. New Course Proposal

 English 128 Accelerated Reading

 Elaine Stamper said her department is happy to see this course come through and support it.

 Is one additional hour sufficient to cover the skills?

Jan Zigler said this is her department’s attempt to move students through two levels below English 1A faster. She is not sure if the additional hour will be enough time for students but it allows for more integration of skills. This is just a first attempt at the course and it may need revisions.

 2. Program Modification

 Foreign Languages – *change to World Languages*

 Natasha Maryanow presented this program modification. The name change is because Spanish is not a foreign language for many of our students.

 Approved program modification. (1 Abstention – M. Cole)

 C. COUNSELING DEPARTMENT

 1. Course Deletions

1. Counseling 172 Employability Skills
2. Counseling 266 Assertiveness Training

Approved deleting Counseling 172 and 266.

 2. Course Modifications

1. Counseling 3A Understanding Transfer: California State University
2. Counseling 3B Understanding Transfer: University of California
3. Counseling 47 Learning Strategies
4. Counseling 173 Job Search Skills – ***change to Counseling 35***
5. Counseling 264 Successful Transition to College

 Pulled Counseling 3A, 3B and 47.

 Counseling 173 is being changed to a transfer level course.

 Counseling 264 has not been offered recently but is being kept because ESL faculty asked that it not be deleted.

 D. FINE ARTS & SOCIAL SCIENCE DEPARTMENT

 1. New Course Proposal

 Art 57 Introduction to Photoshop

 Needs to have a better differentiation between the new Art 57 course and the existing Art 37A course.

 2. Course Modifications – C-ID

1. Music 31 Concert Choir
2. Music 40 Concert Band
3. Music 42 Instrumental Ensembles
4. Music 45 College Orchestra

 3. New Course Proposals – C-ID, New Associate Degree for Transfer

1. Music 7C Ear Training - Level III
2. Music 7D Ear Training - Level IV

 4. New Program - Compliance with SB 1440

 Associate in Arts in Music for Transfer Degree

 Not heard because the instructor was not present.

 E. BUSINESS DEPARTMENT

 1. Course Modification

 Office Technology 44 Filing Procedures

 The effective date will be spring 2017.

 2. Program Deletion

 Information systems, Web Design Option, Associate in Science Degree

 This was Willow degree.

 Approved program deletion.

 3. Program Modifications

 a. Information Systems, Networking Option, Associate in Science Degree

 b. Information Systems, Web Programming and Design Option, Associate in Science Degree

 c. Information Technician Support, Certificate of Achievement

 d. Networking, Certificate of Achievement

 e. Programming for the Web, Certificate of Achievement

10. HANDBOOK SECTION IV

Will look at the handbook later in the semester.

The committee will be determining it will operate and that will be included in the handbook.

11. OTHER

12. ADJOURNMENT

 Meeting adjourned at 4:47 p.m.