



Lassen Community College  
Curriculum and Academic Standards

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Minutes of Meeting  
October 18, 2011  
2:45 P.M.  
Child Development Building  
Room 119

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**The meeting was called to Order at 2:45 PM by Chair Susan G. Mouck**

**Members Present**

Ms. Angela Alfaro, ASB Representative  
Ms. Cheryl Aschenbach, Vice-Chair  
Dr. Kayleigh Carabajal, Dean of Academic Services  
Ms. Noelle Eckley  
Ms. Elizabeth Elam  
Ms. Lisa Gardiner  
Mr. Phil Horner  
Mr. Kory Konkol  
Ms. K.C. Mesloh  
Ms. Susan G. Mouck, Chair  
Ms Alison Somerville, Articulation Officer  
Mr. Garrett Taylor

**Members Absent**

Ms. Colleen Baker

**Guests/Visitors**

Ms. Andrea Tompkins

1. **Gardiner/Somerville MSCU: To Approve the Agenda with changes to the effective date of action on items B and D to Fall 2012**
2. **Eckley/Gardiner MSCU: To Approve the Minutes of October 4, 2011 without revision**  
Information Only: Minutes of September 20, 2011  
*Chair Mouck reminded the members that draft minutes are distributed following each meeting. Members are expected to review the draft minutes and forward suggested changes prior to preparation of the next agenda in order to facilitate meeting efficiency.*

3. **Action taken by Curriculum Subcommittee**

*Chair Mouck asked members if they had any questions to the following subcommittee action. There were none.*

A. **AJ 38 –Traffic Accident Investigations – Vehicle Code**

Inactivate course no longer needed as part of AJ/CORS program review process.  
Effective: Spring 2012

B. **AJ 48.67 –Clandestine Laboratory Safety for Patrol Officers**

Inactivate course no longer needed as part of AJ/CORS program review process.  
Effective: Spring 2012

C. **AJ 48.71 –Interviewing and Interrogation**

Reviewed with no changes as part of AJ/CORS program review process.  
Effective: Fall 2011

D. **AJ 58 –Legal Aspects in Law Enforcement**

Inactivate course no longer needed as part of AJ/CORS program review process.  
Effective: Spring 2012

4. **Action**

A. **Mesloh/Eckley MSCU: To Appoint Cheryl Aschenbach as the Curriculum/Academic Standards Representative to the Academic Planning Committee for 2011-2012**

*Ms. Aschenbach stated that the division chairs had questioned the need for this representative now that the instructional dean is a regular attendee at Curriculum/Academic Standards meetings. Recommendations for committee membership can be made during the annual evaluation process in May.*

**Aschenbach/Gardiner MSCU: To Approve Items B through E**

B. **Bus 1A – Accounting Principles – Financial**

Revision to existing course outline to update course description, course objectives, and course content; increase units from 3 to 4 and hours from 51 to 68 lecture as part of the Business Instructional Program Review and to align with the C-ID Descriptors for the Associate in Science Degree in Business Administration for Transfer (TMC)  
Effective: Fall 2012

C. **Bus 1A – Accounting Principles – Financial**

Revision to existing course outline to add Math 51 to recommended preparation as part of the Business Instructional Program Review  
Effective: Spring 2012

D. **Bus 1B – Accounting Principles – Managerial**

Revision to existing course outline to update course description, prerequisites, student learning outcome, course objectives, and course content; and increase units from 3 to 4

and hours from 51 to 68 lecture as part of the Business Instructional Program Review and to align with the C-ID Descriptors for the Associate in Science Degree in Business Administration for Transfer (TMC)

Effective: Fall 2012

**E. Bus 1B – Accounting Principles – Managerial**

Revision to add content review for Bus 1A Accounting Principles – Financial as the prerequisite to Bus 1A – Accounting Principles – Managerial as part of the Business Instructional Program Review

Effective: Spring 2012

**F. Mesloh/Elam MSCU: To Approve AS Office Administrative Assistant and Accounting**

Revision to Required Core Course units in Office Administrative Assistant A.S. Degree from 25 to 26 with a respective decrease in Required Electives from 17 to 16 units. Revision to Required Core Course units in Accounting A.S. Degree from 29 to 31 with a respective decrease in Required Electives from 13 to 11 units. Revision to Required Core Course units in AA in University Studies: Emphasis in Business Administration from 18 to 20 units.

Effective: Fall 2012

**G. Ms. Tompkins requested the removal of this item for further consideration AJ 52BR –Firearms Training**

Revision to existing course to: Add “Refresher” to heading so it reads “AJ 52BR Firearms Training/Refresher.” Eliminate under assignments #A, B and C Interactive video disc “Introduction to Law Enforcement.” Remove “This course is a refresher course to meet state requirements for concealed weapons permit.”

Effective: Spring 2012

**5. Discussion**

None

**6. Future Dates**

**Curriculum/Academic Standards Meeting Schedule (first and third Tuesdays)**

**Fall 2011**

August 30

September 20

October 4, 18

November 1, 15

December 6

**Spring 2012**

January 17

February 7, 21

March 6, 20

April 17

May 1, 15

*Note: Additional meetings may be scheduled as needed.*

**7. Information**

**Reminder:** The following instructional programs are due. Curriculum Review (course outlines) should be done early in the process.

**Instructional Program Reviews Due**

Administration of Justice (2012)  
Agriculture (2012)  
Automotive Technology Program (2009/2012)  
Business (2012)  
Child Development (2012)  
Fine Arts/Humanities (2012)  
Gunsmithing Program (2011)  
Human Services Program (2009/2012)  
Journalism Program (2011)  
Social Science Program (2011)  
Vocational Nursing Program (2011)

8. **Any Person Having Business Not on the Agenda**

None

9. **Adjournment**

*Aschenbach: Meeting Adjourned 3:00 PM.*

10. **Future Agenda**

Approved