



Meeting Minutes
April 17, 2012 - Tuesday
2:45 PM
Child Development Building
Room 119

Meeting was called to Order at 2:52 PM by Chair Sue Mouck

Members Present

Ms. Cheryl Aschenbach, Vice Chair
Ms. Colleen Baker
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Kory Konkol
Ms. K.C. Mesloh
Ms. Susan G. Mouck, Chair
Ms. Alison Somerville, Articulation Officer
Mr. Garrett Taylor

Members Absent

Mr. Jordan Drury, ASB Representative
Ms. Noelle Eckley
Mr. Phil Horner

1. **Elam/Taylor MSCU: To approve the agenda as presented**
2. **Taylor/Elam MSCU: To approve the minutes of March 20, 2012 without corrections.**
Information Only: March 6, 2012 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **ANTH-1 – Physical Anthropology**
Updated textbook: Stanford, C., J.S. Allen and S.C. Anton Biological Anthropology, Third Edition, ISBN: 9780205150687
Effective: Fall 2012
 - B. **ANTH-3 – An Introduction to Archaeology**
Remove textbook: Thomas & Kelly, Archaeology, 2006

Add: Feder, *The Past in Perspective: An Introduction to Human Prehistory*, 5th Edition, ISBN: 13: 9780195391350
Effective: Fall 2012

C. ART-2 – Drawing

Delete textbook: *Drawing from Observation: an Introduction to Perceptual Drawing*, ISBN 9780077356279. Update Revision of *The New Drawing on the Right Side of the Brain* to 3rd edition, ISBN 0007116454.
Effective: Fall 2012

D. ART-6 – Survey of Art History, Prehistoric to Renaissance

Add additional text Irving Stone, *The Agony and the Ecstasy*, ISBN: 0451213238, 2004 or ISBN: 0006122914, 1961. Ayn Rand, *The Fountainhead*, ISBN: 045227331, 1994.
Effective: Fall 2012

E. ART-7 – Survey of Art History, Renaissance to Contemporary

Add Ayn Rand, *The Fountainhead*, ISBN: 045227331, 1994.
Effective: Fall 2012

F. ART-8 – Art Appreciation

Update Revision Fincher-Rathus, *Understanding Art*, 10th ed., Cengage & Wadsworth 2012, ISBN# 11118366957.
Effective: Fall 2012

G. ART-18 – Advanced Life Drawing

Delete text recommended text Michael Hampton, *Figure Drawing: Design and Invention* by Michael Hampton, 2009, ISBN: 9780615272818.
Effective: Fall 2012

H. ART-60A – Production Graphics

Delete *Real World Print Production with Adobe Creative Suite Applications*: by Claudia McCue, ISBN10: 032163683X, ISBN13: 9780321636836, Edition/Copyright: 2009.
Effective: Fall 2012

I. ART-64 – Digital Illustration

Delete text *The Adobe Illustrator CS5 Wow! Book* Sharon Steuer, ISBN-10: 0321712447, ISBN-13: 978-0321712448, Publication Date: 2010 | Edition: 1.
Effective: Fall 2012

J. ART-65 – Advanced Web Page Design

Delete text *Dreamweaver CS5 for Dummies*, Janine Warner, ISBN 978-0-470-61077-0.
Effective: Fall 2012

K. BIOL-1 – Principles of Molecular and Cellular Biology

Delete textbook: Campbell, *Biology with Mastering Bio and Study Guide Package*, copyright 2008, ISBN: 9780321574985 *required.

Other textbooks remain unchanged.
Effective: Fall 2012

L. BIOL-20 – Microbiology

Update textbook: Brown, Alfred. Benson's Microbiological Applications Laboratory Manual in General Microbiology. Short Version. 12th edition, 2012, ISBN 978-0-07-337527-4.

Effective: Fall 2012

M. BUS-1A – Accounting Principles - Financial

Update textbook: Warren & Reeve, Accounting, 24th Edition, Thomson, 2011, ISBN: 13: 9780538475006.

Effective: Fall 2012

BUS-1B – Accounting Principles - Managerial

Update textbook: Warren & Reeve, Accounting, 24th Edition, Thomson, 2011, ISBN: 13: 9780538475006.

Effective: Fall 2012

N. CHEM-1A – General Chemistry I

Update textbook: Masterton et al, Chemistry Principles and Reactions, 7th ed., ISBN-13: 139781111427108.

Effective: Fall 2012

CHEM-1B – General Chemistry II

Update textbook: Masterton et al, Chemistry Principles and Reactions, 7th ed., ISBN-13: 139781111427108.

Effective: Fall 2012

O. CHEM-8 – Introduction to Organic and Biochemistry

Update textbook: Bettelheim et al, General, Organic, and Biochemistry, 10th ed., ISBN-13:9781133105084.

Effective: Fall 2012

CHEM-45 – Introduction to Chemistry

Update textbook: Bettelheim et al, General, Organic, and Biochemistry, 10th ed., ISBN-13:9781133105084.

Effective: Fall 2012

P. CD-30 – Early Steps to Reading Success

Update textbook Janice Beaty & Linda Pratt, Early Literacy in Preschool and Kindergarten, Merrill/Prentice Hall, 2010, IBSN-13: 978-0137056989, edition #3.

All other texts removed.

Effective: Fall 2012

Q. CA-55 – Using a Word Processor

Update textbook: Zimmerman, Zimmerman, Shaffer & Pinard, New Perspectives on Microsoft Office Word 2010: Brief Edition; 1st Edition, ISBN:

9780538748964.
Effective: Fall 2012

R. CA-56 – Using a Spreadsheet

Update textbook: Parson, Oja, Ageloff & Carey, New Perspectives on Microsoft Office Excel 2010: Brief Edition; 1st Edition, 2011 ISBN: 9780538742924.
Effective: Fall 2012

S. CA-57 – Using a Database

Update textbook: Adamski & Finnegan, New Perspectives on Microsoft Access 2010: Brief Edition; 1st Edition, 2011 ISBN: 9780538798495.
Effective: Fall 2012

T. COT-50 – Keyboarding, Level 1

Update textbook: Ellsworth, Keyboard Mastery, Ellsworth Publishing.
Effective: Fall 2012

U. COT-52 – Keyboarding, Level 2

Update textbook: Ellsworth, Keyboard Mastery, Ellsworth Publishing.
Effective: Fall 2012

V. CG-1 – Strategies for Creating Success in College and in Life

Update textbook: Dave Ellis, Becoming a Master Student, 4^{2nd} 13th Edition, by, ISBN: 9781111062255.
Effective: Fall 2012

W. DSS-114 – Developmental Skills: Reading

Update textbook: Billings, et. al., Phenomena, Jamestown Pub., 1999, ISBN: 9780890613634; Billings, et. al., Calamities, Jamestown Pub., 1999, ISBN: 9780890611111; Billings, et. al., Rescued, Jamestown Pub., 1999, ISBN: 9780890613238.
Effective: Fall 2012

X. DSS-116 – Developmental Skills: Math

Update textbook: Rasmussen, Key to Fractions, Curriculum Press, 1991, ISBN: 0015595310021; Rasmussen, Key to Decimals, Key Curr, 1985, ISBN: 09780913684139; Rasmussen, Key to Percents, Key Curr, 1993, ISBN: 0015595308981; King, Key to Algebra, Cey Curr, 1990, ISBN: 1559530888880.
Effective: Fall 2012

Y. ECON-10 – Macro-Economics

Update textbook: Schiller, The Macroeconomy Today, 13th Edition, McGraw-Hill, 2012, ISBN: 13: 9780077416478.
Effective: Fall 2012

Z. ECON-11 – Micro-Economics

Update textbook: Schiller, The MicroEconomy Today, 13th Edition, McGraw-Hill, 2012, ISBN: 13: 9780077416539.
Effective: Fall 2012

AA. ENGL-2 – Introduction to Literary Types

No recommended changes found during Fine Arts/Humanities Program Review.
Effective: Fall 2012

BB. ENGL-12 – Survey of American Literature II

Update textbook: Hemmingway, The Sun Also Rises.
Effective: Fall 2012

CC. GSS-52.01 – Gunsmith Machining 1

Update textbook: "Machining Fundamentals", by Walker, John R. Goodheart-Willcox, Inc., Tinley Park, Illinois, 2004, ISBN: 978159070249.
Effective: Fall 2012

DD. GSS-52.02 – Gunsmith Machining 2

Update textbook: "Machining Fundamentals", by Walker, John R. Goodheart-Willcox, Inc., Tinley Park, Illinois, 2004, ISBN: 978159070249.
Effective: Fall 2012

EE. GSS-52.03 – Gunsmith Machining 3

Update textbook: "Machining Fundamentals", by Walker, John R. Goodheart-Willcox, Inc., Tinley Park, Illinois, 2004, ISBN: 978159070249.
Effective: Fall 2012

FF. GSS-52.04 – Gunsmith Machining 4

Update textbook: "Machining Fundamentals", by Walker, John R. Goodheart-Willcox, Inc., Tinley Park, Illinois, 2004, ISBN: 978159070249.
Effective: Fall 2012

GG. GSS-52.05 – Gunsmith Machining 5

Update textbook: "Machining Fundamentals", by Walker, John R. Goodheart-Willcox, Inc., Tinley Park, Illinois, 2004, ISBN: 978159070249.
Effective: Fall 2012

HH. GSS-52.06 – Gunsmith Machining 6

Update textbook: "Machining Fundamentals", by Walker, John R. Goodheart-Willcox, Inc., Tinley Park, Illinois, 2004, ISBN: 978159070249.
Effective: Fall 2012

II. HUS-22 – Substance Abuse Treatment

Update textbook: "Loosening the Grip," by Jean Kinney, 10th Edition, McGraw-Hill, 2011, ISBN: 9780073404684 .
Effective: Fall 2012

JJ. HUS-24 – Group Facilitator Process

Update textbook: -Remove - "Groups Process and Practice" 3rd edition, by Marianne Corey and Gerald Corey, published by Brooks/Cole.
Add - Shapiro, Brief Group Treatment, 1998, Cengage, ISBN: 9780534355548.
Effective: Fall 2012

KK. HUS-30 – Pharmacology of Drugs of Abuse

Update textbook: - Remove: "Under the Influence", by J. Milan published by Bantam Books.
Remove: "Encyclopedia of Drug Abuse", by S. Cohen, M.D., 1984 Facts on File, New York, New York.
Remove: "Nida Monographs", provided by National Institute on Drug Abuse, Rockville, MD. 20857
Add: Inaba & Cohen, Upers, Downers, All Arounders, 7th ed., CNS Productions, 2011
Effective: Fall 2012

LL. MATH-51 – Elementary Algebra

Update textbooks: Optional – Bass, Math Study Skills, Pearsons, ISBN: 9780321513075; Optional – Lial, et. al., Students Solution Manual for Beginning Algebra, 10th Ed., Pearsons/Addison Wesley, 2008, ISBN: 9780321444714; Optional – Lial, et. al., Math Lab, 10th Ed., Pearsons/Addison Wesley, 2008, ISBN: 978032119991.
Effective: Fall 2012

MM. MATH-155 – Math Lab-Basic Skills

Update textbooks: Optional – Bass, Math Study Skills, 2008, Pearsons, ISBN: 978032143766
Effective: Fall 2012

NN. PEAC-32D – Fitness Center

Remove Texts
Effective: Fall 2012

OO. PLSC-1 – American Institutions

Update textbooks: Heinman, Peterson, Rasmussen, American Government, McGraw-Hill, 1995
Effective: Fall 2012

4. Action

- A. Gardiner/Baker MSCU: To approve the addition of AJ-49A Introduction to Administration of Justice Work Experience** to the disciplines of Administration of Justice and Work Experience.
Effective: Fall 2012

- B. Gardiner/Baker MSCU: To approve the content review to add AJ-49A Introduction to Administration of Justice Work Experience** as a prerequisite to AJ-49 - Administration of Justice Work Experience.
Effective: Fall 2012
- C. Gardiner/Baker MSCU: To approve the addition of AGR-49A Introduction to Agriculture Work Experience** to the disciplines of Agriculture and Work Experience.
Effective: Fall 2012
- D. Gardiner/Baker MSCU: To approve the content review to add AGR-49A Introduction to Agriculture Work Experience** as a prerequisite to AGR-49 Agriculture Work Experience.
Effective: Fall 2012
- E. Gardiner/Baker MSCU: To approve the addition of ART-49 Introduction to Art Work Experience** to the discipline of Art and Work Experience.
Effective: Fall 2012
- F. Gardiner/Baker MSCU: To approve the content review to add ART-49A Introduction to Art Work Experience** as a prerequisite to ART-49 Art Work Experience.
Effective: Fall 2012
- G. Gardiner/Baker MSCU: To approve the addition of AT-49A Introduction to Automotive Work Experience** to the discipline of Automotive Technology and Work Experience
Effective: Fall 2012
- H. Gardiner/Baker MSCU: Approval for AT-49A Introduction to Automotive Technology Work Experience** Content Review to add Introduction to AT Work Experience Course as a prerequisite to AT-49 Automotive Technology Work Experience.
Effective: Fall 2012
- I. Gardiner/Baker MSCU: To approve the addition of BUS-49A Introduction to Business Work Experience** to the discipline of Business and Work Experience.
Effective: Fall 2012
- J. Gardiner/Baker MSCU: Approval for BUS-49A Introduction to Business Work Experience** Content Review to add Introduction to BUS Work Experience Course as a prerequisite to BUS-49 Business Work Experience.
Effective: Fall 2012
- K. Gardiner/Baker MSCU: To approve the addition of CD-49A Introduction to Child Development Work Experience** to the disciplines of Child Development and Work Experience.
Effective: Fall 2012

- L. **Gardiner/Baker MSCU: To approve the content review to add CD-49A Introduction to Child Development Work Experience** as a prerequisite to CD-49 Child Development Work Experience.
Effective: Fall 2012
- M. **Gardiner/Baker MSCU: To approve the addition of CORS-49A Introduction to Correctional Science Work Experience** to the disciplines of Administration of Justice and Work Experience.
Effective: Fall 2012
- N. **Gardiner/Baker MSCU: To approve the content review to add CORS49A Introduction to Correctional Science Work Experience** as a prerequisite to CORS-49 Correctional Science Work Experience.
Effective: Fall 2012
- O. **Gardiner/Somerfield MS/Baker Opposed: To approve the revision to CG-158 - New Student Orientation** increasing the hours from 5 to 15. Required “Welcome Academy to Lassen College” for all new students. More hours necessary to cover all topics adequately.
Effective: Fall 2012
- P. **Mesloh/Aschenbach MSCU: To approve revisions ENGL-10 – Shakespeare** to remove the Ashland Shakespeare production, of the Catalog Description, and course component. Also update textbook: Bevington, The Necessary Shakespeare, Pearson Longman, 2009.
Effective: Fall 2012
- Q. **Gardiner/Baker MSCU: To approve the addition of FS-49A Introduction to Fire Technology Work Experience** to the discipline of Fire Technology and Work Experience.
Effective: Fall 2012
- R. **Gardiner/Baker MSCU: To approve the content review to add FS-49A Introduction to Fire Science Work Experience** as a prerequisite to FS-49 Fire Science Work Experience.
Effective: Fall 2012
- S. **Baker/Gardiner MSCU: To approve a new Associate in Science Degree in Geology for Transfer** based on the TMC
Effective: upon approval by the Chancellor’s Office and ACCJC
- T. **Gardiner/Baker MSCU: To approve the addition of GSS-49A Introduction to Gunsmithing** to the disciplines of Gunsmithing and Work Experience.
Effective: Fall 2012
- U. **Gardiner/Baker MSCU: To approve the content review to add GSS-49A Introduction to Gunsmithing Work Experience** as a prerequisite to GSS-49 Gunsmithing Work Experience.
Effective: Fall 2012

- V. **Mesloh/Gardiner MSCU: To approve the addition of a materials fee of \$19.00 to GSS-129A Design, Function and Repair – Spring Piston Air Guns** Add “This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.” To the course description.
Effective: Fall 2012
- W. **Mesloh/Gardiner MSCU: To approve the addition of a materials fee of \$19.00 to GSS-129B Design, Function and Repair – Pneumatic Air Guns** Add “This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.” To the course description.
Effective: Fall 2012
- X.
- Y. **Mesloh/Gardiner MSCU: To approve the addition of a materials fee of \$19.00 to GSS-129C Design, Function and Repair – Co₂ Air Guns** Add “This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.” To the course description.
Effective: Fall 2012
- Z.
- AA. **Gardiner/Baker MSCU: To approve the addition of HO-49A Introduction to Health Occupations Work Experience** to the disciplines of Health Care Ancillaries and Work Experience.
Effective: Fall 2012
- BB. **Gardiner/Baker MSCU: To approve the content review to add HO-49A Introduction to Health Occupations Work Experience** as a prerequisite to HO-49 Human Services Work Experience.
Effective: Fall 2012
- CC. **Mesloh/Elam MSCU: To approve a new Associate in Arts Degree in History for Transfer** based on the TMC
Effective: upon approval by the Chancellor’s Office and ACCJC
- DD. **Gardiner/Baker MSCU: To approve the addition of HUS-49A Introduction to Human Services Work Experience** to the disciplines of Counseling and Work Experience.
Effective: Fall 2012
- EE. **Gardiner/Baker MSCU: To approve the content review to add HUS-49A Introduction to Human Services Work Experience** as a prerequisite to HU-49 Human Services Work Experience.
Effective: Fall 2012
- FF. **Gardiner/Baker MSCU: To approve the addition of JOUR-49A Introduction to Journalism Work Experience** to the disciplines of Journalism and Work Experience.

Effective: Fall 2012

- GG. Gardiner/Baker MSCU: To approve the content review to add JOUR-49A Introduction to Journalism Work Experience** as a prerequisite to JOUR-49 Journalism Work Experience.
Effective: Fall 2012
- HH. Gardiner/Aschenbach MSCU: To Approve offering MATH-102 Pre-Algebra through the hybrid method of delivery.**
Effective: Fall 2012
- II. Mesloh/Gardiner MSCU: To approve the revisions to PSY-33 Psychology of Personal Adjustment** including change Student Learning Outcome, Assignments and Method of Evaluation
Effective: Fall 2012
- JJ. Mesloh/Aschenbach MSCU: To approve revision to WT-20 Power Plant & Field Pipe Welding I** to change the language in the above course outlines to say “Qualification” in lieu of “Certification.
Effective: Fall 2012
- KK. Mesloh/Aschenbach MSCU: To approve revision to WT-21 Power Plant & Field Pipe Welding II** to change the language in the above course outlines to say “Qualification” in lieu of “Certification.
Effective: Fall 2012
- LL. Mesloh/Aschenbach MSCU: To approve revision to WT-22 Power Plant & Field Pipe Welding III** to change the language in the above course outlines to say “Qualification” in lieu of “Certification.
Effective: Fall 2012
- MM. Mesloh/Aschenbach MSCU: To approve revision to WT-23 Power Plant & Field Pipe Welding IV** to change the language in the above course outlines to say “Qualification” in lieu of “Certification.
Effective: Fall 2012
- NN. Gardiner/Baker MSCU: To approve the addition of WT-49A Introduction to Welding Technology Work Experience** to the disciplines of Welding Technology and Work Experience.
Effective: Fall 2012
- OO. Gardiner/Baker MSCU: To approve the content review to add WT-49A Introduction to Welding Technology Work Experience** as a prerequisite to WT-49 Welding Technology Work Experience.
Effective: Fall 2012
- PP. Gardiner/Baker MSCU: To approve the addition of WE-1A Introduction to General Work Experience** to the discipline of Work Experience.
Effective: Fall 2012

- QQ. **Gardiner/Baker MSCU: To approve the content review to add WE1-49A Introduction to General Work Experience** as a prerequisite to WE1 Work Experience.
Effective: Fall 2012
- RR. **Gardiner/Baker MSCU: To approve the addition of WE-2A Introduction to Occupational Work Experience** to the discipline of Work Experience.
Effective: Fall 2012
- SS. **Gardiner/Baker MSCU: To approve the content review to add WE2-49A Introduction to General Work Experience** as a prerequisite to WE2 Work Experience.
Effective: Fall 2012

5. **Discussion**

- A. **BUS-75 Planning and Launching a New Business Venture**
Proposal of new courses for the new Entrepreneurial Business Certificate
- B. **BUS-76 Marketing the Small Business Venture**
Proposal of new courses for the new Entrepreneurial Business Certificate
- C. **BUS-77 Financing the Small Business Venture**
Proposal of new courses for the new Entrepreneurial Business Certificate
- D. **BUS-78 The Customer Service Advantage**
Proposal of new courses for the new Entrepreneurial Business Certificate
- E. **BUS-79 Computer Information Systems for Small Business Ventures**
Proposal of new courses for the new Entrepreneurial Business Certificate
Garrett Taylor presented the five new stand-alone business courses, which will be part of a new Certificate of Accomplishment in Entrepreneurship. The proposed Business courses will be moved to Action for the next meeting. Additional recommendations will include: Assignment to Discipline; Content Reviews; Assignment to Certificate/Degree; and proposal of Certificate Program.
- F. **General Education Student Learning Outcomes**
Sue Mouck provided copies of the general education student learning outcomes developed in 2007. These SLOs have not been assessed and discussions concerning the relationship between learning outcomes and expectations by US and CSU for the courses in each of the general education areas need to occur. The committee discussed the relationship between general education student learning outcomes and institutional student learning outcomes and questioned the need for both. Ms. Mouck asserted that the committee needs to have a clear understanding of the learning outcome expectations for each general education area before a decision can be made as to whether a specific course is appropriate to meet that particular area. The discussion

will continue at the next meeting. Ms. Mouck offered to develop a chart to provide a visual comparison of General Education requirements and existing SLOS.

6. **Future Dates**

Curriculum/Academic Standards Meeting Schedule (1st and 3rd Tuesdays at 2:45 pm)

Fall 2011

August 30
September 20
October 4, 18
November 1, 15
December 6, 20

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)

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

9. **Adjournment – Gardiner moved to adjourn at 3:30 PM**

10. **Future Agenda**