Lassen Community College
Curriculum and Academic Standards

Meeting Minutes
May 1, 2012 - Tuesday
2:45 PM
Child Development Building
Room 119

Meeting was called to Order at 2:49 PM by Chair Sue Mouck

Members Present

Ms. Cheryl Aschenbach, Vice Chair
Ms. Colleen Baker
Dr. Kayleigh Carabajal, Dean of Academic Services
Ms. Elizabeth Elam
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
Ms. Lisa Gardiner
Mr. Phil Horner
Mr. Kory Konkol

1. **Aschenbach/Somerville MSCU: To approve the agenda as presented**

2. **Baker/Elam MSC with 1 Abstention: To approve the minutes of April 17, 2012 with corrections.**
Information Only: March 20, 2012 Approved Minutes

3. **Actions taken by Curriculum Subcommittee and approved with no objections**

    A. **BUS-1C – Federal Income Tax**
Update textbook: Delete – Essentials of Federal Income Taxation, Johnson, 2010 Edition, CCHPublishing, 2009, ISBN: 9780808022558. Add – 1040 Quickfinder Handbook (current tax year edition) Thompson Reuters *(this is an industry published and used reference manual without ISBN).*
Effective: Fall 2012

B. <u>**BUS-2 – Introduction to Business**</u>
Update textbook: Delete – Business: A Changing World, Ferrell, Hirt, and Ferrell, Thomson, 2009, 7th Edition, ISBN: 9780073511726. Add – Ferrell, Hirt, and Ferrell, Business: A Changing World, Thomson, 2011, 7th Edition, ISBN: 9780073511757.
Effective: Fall 2012

C. <u>**CS-1 – Computer Literacy**</u>
Update textbook: Delete - Technology in Action, latest Edition, Alan Evans, Kendall Martin & Mary Anne Poatsy. Pearson Prentice Hall. Add – Parsons & Oja, Practical Computer Literacy, 3rd Ed., 2011, Cengage, ISBN: 9780538742153.
Effective: Fall 2012

4. <u>**Action**</u>

A. <u>**Mesloh/Aschenbach: MSCU – To approve the updated textbook and assignment of BUS-34A Microsoft Word, Beginning**</u> to the additional disciplines of Business and Computer Information Systems.   Effective: Fall 2012

B. <u>**Mesloh/Aschenbach: MSCU - To approve the updated textbook and assignment of BUS-34B Microsoft Word, Advanced**</u> to the additional disciplines of Business and Computer Information Systems.   Effective: Fall 2012

C. <u>**Aschenbach/Mesloh: MSCU – To approve the new stand alone course BUS-75 Planning and Launching a New Business Venture**</u>   Effective: Fall 2012

D. <u>**Baker/Mesloh: MSCU – To approve the assignment of BUS-75 Planning and Launching a New Business Venture**</u> to the disciplines of Business and Small Business Development.   Effective: Fall 2012

E. <u>**Baker/Aschenbach: MSCU – To accept the content review for English 50 as recommended preparation for BUS-75 Planning and Launching a New Business Venture**</u>   Effective: Fall 2012

F. <u>**Baker/Aschenbach: MSCU - To accept the content review for Math 51 as recommended preparation for BUS-75 Planning and Launching a New Business Venture**</u>   Effective: Fall 2012

G. <u>**Aschenbach/Mesloh: MSCU - To approve the new stand alone course BUS-76 Marketing the Small Business Venture**</u>   Effective: Fall 2012

H. <u>**Baker/Mesloh: MSCU - To approve the assignment of BUS-76 Marketing the Small Business Venture**</u> to the disciplines of Business and Small Business Development.   Effective: Fall 2012

I. <u>**Baker/Aschenbach MSCU - To accept the content review for English 50 as recommended preparation for BUS-76 Marketing the Small Business Venture**</u>

J. **Baker/Aschenbach: MSCU - To accept the content review for Math 51 as recommended preparation for BUS-76 Marketing the Small Business Venture** Effective: Fall 2012

K. **Aschenbach/Mesloh: MSCU - To approve the new stand alone course BUS-77 Financing the Small Business Venture** Effective: Fall 2012

L. **Baker/Mesloh MSCU - To approve the assignment of BUS-77 Financing the Small Business Venture** to the disciplines of Business and Small Business Development. Effective: Fall 2012

M. **Baker/Aschenbach MSCU - To accept the content review for English 50 as recommended preparation for BUS-77 Financing the Small Business Venture** Effective: Fall 2012

N. **Baker/Aschenbach: MSCU - To accept the content review for Math 51 as recommended preparation for BUS-77 Financing the Small Business Venture**. Effective: Fall 2012

O. **Aschenbach/Mesloh: MSCU - To approve the new stand alone course BUS-78 The Customer Service Advantage** Effective: Fall 2012

P. **Baker/Mesloh: MSCU - To approve the assignment of BUS-78 The Customer Service Advantage** to the disciplines of Business and Small Business Development. Effective: Fall 2012

Q. **Baker/Aschenbach: MSCU - To accept the content review for English 50 as recommended preparation for BUS-78 The Customer Service Advantage**. Effective: Fall 2012

R. **Baker/Aschenbach: MSCU - To accept the content review for Math 51 as recommended preparation for BUS-78 The Customer Service Advantage**. Effective: Fall 2012

S. **Aschenbach/Mesloh: MSCU - To approve the new stand alone course BUS-79 Computer Information Systems for Small Business Ventures** Effective: Fall 2012

T. **Baker/Mesloh MSCU - To approve the assignment of BUS-79 Computer Information Systems for Small Business Ventures** to the disciplines of Business and Small Business Development. Effective: Fall 2012

U. **Baker/Aschenbach: MSCU - To accept the content review for English 50 as recommended preparation for BUS-79 Computer Information Systems for Small Business Ventures** Effective: Fall 2012

V. **Baker/Aschenbach MSCU - To accept the content review for Math 51 as**

W. **recommended preparation for BUS-79 Computer Information Systems for Small Business Ventures**.
Effective: Fall 2012

X. **Aschenbach/Mesloh: MSCU – To approve the updated textbook and assignment of CA-31 Computer Applications I** to the additional disciplines of Business and Computer Information Systems.
Effective: Fall 2012

Y. **Mesloh/Somerville: MSCU – To approve revisions to the course objective and course content of CD-11 Observation and Assessment**
Effective: Fall 2012

Z. **Mesloh/Somerville: MSCU –To approve revisions to the catalog description, course objectives and course content of CD-16 - Introduction to Curriculum**
Effective: Fall 2012

AA. **Mesloh/Somerville: MSCU – To approve revisions to the catalog description and course content for CD-24 Practicum**
Effective: Fall 2012

BB. **Mesloh/Somerville: MSCU – To approve the new Entrepreneurship Certificate of Accomplishment**
Effective: Fall 2012

5. **Discussion**

A. **Student Learning Outcomes for General Education Areas**
The discussion focused on the need for General Education Student Learning Outcomes as well as Institutional Student Learning Outcomes. Upon review of the GE SLOs adopted in 2007 and the current Institutional SLOs significant overlap in several areas was noted. The need for student learning outcomes to assess the achievement of learning expectations in the general education component of associate degrees in addition to the core course requirements was articulated. It was agreed that in some cases the general education student learning outcomes for a specific general education area might mirror the institutional student-learning outcome covering the same expected outcomes. The value of clearly articulated student learning outcomes for each general education area in order to determine the appropriateness of including new courses within that area was articulated. Considerable discussion centered around the need for assessment tools separate from the tools utilized in the determination of the final grade in course. An example of a student doing extremely well on individual objectives and perhaps earning a grade of "A' and yet still unable to demonstrate successful completion of the learning objective was given. The discussion resulted in the formation of a subcommittee to review and recommend revisions to the previously adopted general education student learning outcomes. Clear SLO linkages are needed prior to setting up WeaveOnline the software purchased through the Title III grant to electronically track student learning outcome results. Members of the subcommittee will be KC

Mesloh, Cheryl Aschenbach, and Betsy Elam, with Garrett Taylor offering assistance if available. They will provide a draft for the May 15, 2012 meeting.

    B. <u>Instructor Training Class for Credit</u> (to be provided by Dr. Carabajal)
A proposed new standalone course in the subject area of Education, ED 1 – Tools for Teaching. The idea for the course originated with the requirement by the board of nursing that nursing instructor complete a 40-hour course in classroom instruction. This course would satisfy that requirement. It would also be a meaningful addition to the curriculum for novice secondary and college level instructors in all disciplines. The course may eventually become part of a certificate program. Moved to action on the next agenda.

6.   **<u>Future Dates</u>**

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

<u>Fall 2011</u>	**<u>Spring 2012</u>**
August 30	January 17
September 20	February 7, 21
October 4, 18	March 6, 20
November 1, 15	April 17
December 6, 20	May 1, 15

Note: Additional meetings may be scheduled as needed.

7.   **<u>Information</u>**

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

                <u>Instructional Program Reviews Due</u>
                Administration of Justice (2012)
                Agriculture (2012)
                Automotive Technology Program (2009/2012)
                Business (2012)
                Fine Arts/Humanities (2012)
                Gunsmithing Program (2011)
                Human Services Program (2009/2012)
                Journalism Program (2011)
                Social Science Program (2011)

8.   **<u>Any Person Having Business Not on the Agenda</u>**

9.   **<u>Adjournment – Gardiner moved to adjourn at 3:30 PM</u>**

10.   **<u>Future Agenda</u>**