Meeting Minutes
September 18, 2012 - Tuesday
3:00 PM
Child Development Building
Room 119

Meeting was called to Order at 3:05 PM by Chair Cheryl Aschenbach

Members Present
Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Chad Lewis
Ms. K.C. Mesloh, Transfer Coordinator
Ms. Susan G. Mouck, VP Academic Services
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Vice Chair

Members Absent
Ms. Angela Alfaro, ASB Representative
Mr. Phil Horner
Mr. Kory Konkol
Mr. Garrett Taylor
Mr. Patrick Walton, Associate Dean of Student Services

Guests/Visitors
Ms. Sandy Beckwith
Ms. Lori Collier
Dr. Marlon Hall

1. Gardiner/Mesloh MSCU: To approve the agenda.

2. Gardiner/Elam MS with 1 Abstention to approve the minutes of August 18, 2012. Information Only: May 22, 2012 Approved Minutes

3. Actions taken by Curriculum Subcommittee and approved with no objections
   A. BIO-1 – Principles of Biology - Revise textbooks to require, “Principles of Molecular & Cellular Lab Book” (an in-house publication).
      Effective: Spring 2013
      Approved: 09/18/2012
4. **Action**

A. **Mesloh/Elam: MS – Poulsen/Gardiner moved to Table– to change title of AGR-21B – Intercollegiate Rodeo to “Rodeo Skills”.** Decision tabled until next meeting pending additional information from Brian Wolf. Effective: Fall 2013

B. **Gardiner/Mesloh: MSCU – To approve ART-9 – History of Asian Art** as a core for the University Studies: Humanities AA degree. Effective: Fall 2012 Approved: 09/18/2012


Effective: Fall 2013  
Approved: 09/18/2012

Effective: Fall 2013  
Approved: 09/18/2012

Effective: Fall 2013  
Approved: 09/18/2012

K. **Mouck/Poulsen: MSCU – To approve CA-150 – Computer Skills for Senior Adults** No changes during IPR  
Effective: Fall 2013  
Approved: 09/18/2012

L. **Mouck/Poulsen: MSCU – To approve COT-50 – Keyboarding, Level 1** No changes during IPR  
Effective: Fall 2013  
Approved: 09/18/2012

M. **Mouck/Poulsen: MSCU – To approve COT-52 – Keyboarding, Level 2** No changes during IPR.  
Effective: Fall 2013  
Approved: 09/18/2012

Effective: Fall 2013
O. **Mesloh/Poulsen: MSC – To approve ENGL-1 – College Composition** changes to objectives and course content; edits to SLOs and pre-requisite skills. C-ID review recommendations; changes necessary for C-ID approval, continued articulation and inclusion as part of future AA-T degree in English.
Effective: Spring 2013
Approved: 09/18/2012

P. **Mesloh/Somerville: MSCU – To approve FS-62A – Training Instructor 1C** to add course to the Associate in Science Degree in Fire Technology and add to the Required Electives for the Certificate of Achievement.
Effective: Fall 2013
Approved: 09/18/2012

Q. **Mesloh/Somerville: MSCU – To approve FS-72A – First Responder-Hazardous Material Refresher** to add course to the Associate in Science Degree in Fire Technology and add to the Required Electives for the Certificate of Achievement.
Effective: Fall 2013
Approved: 09/18/2012

R. **Mesloh/Poulsen: MC – To approve HUS-10 – Introduction to Human Services** to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings as follows from: Assigned readings from text: "Adjustment and Personal Growth: Seven Pathways", and journal or magazine article for term paper or report; to Assigned readings from selected peer-reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies from "Human Behavior in the Social Environment", by Anderson/Carter: Aldine DeGruyter, Inc. publishing company or "Human Services in Contemporary America" by P. Schmolling, Jr. & M. Youkeles, Published by Brook Cole/Wadsworth; to An Introduction to Human Services, Woodside and McClam, Brooks/Cole, Cengage Learning. ISBN: 978-0-8400-3371-0, 2012.

**Mouck/Poulsen: MSCU Amendment** – To leave “Transfers to CSU only” as “Transfers to CSU” and to remove “Recommended storage devise: at least a 4GB USB removable drive.
Effective: Fall 2013
Approved: 09/18/2012

T. Mesloh/Poulsen: MC – To approve HUS-23 – Special Population Considerations-Human Services to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings to add follows from: Research reading from journals, to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library related to a specific client population. Revised Representative Texts and Supplies to add the following: The document is available as a download at the following URL: https://www.ncjrs.gov/pdffiles1/Digitization/142595NCJRS.pdf. Recommended storage device: At least a 4GB USB removable drive.

Mouck/Poulsen: MSCU Amendment – To leave “Transfers to CSU only” as “Transfers to CSU” and to remove “Recommended storage devise: at least a 4GB USB removable drive.

Effective: Fall 2013
Approved: 09/18/2012


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Effective: Fall 2013
Approved: 09/18/2012

V. Mesloh/Poulsen: MC – To approve HUS-25 – Family Treatment Approaches to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings as follows from: Weekly assigned reading from college level text, research in drug/alcohol abuse from appropriate sources; to Chapter reading assignments from course textbook and readings from selected peer-

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Effective: Fall 2013
Approved: 09/18/2012

W. Mesloh/Poulsen: MC – To approve HUS-27 – Gender Differences and Addictive Behavior to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings to add follows from: Textbook assignments and term paper, to-Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library related to a specific client population. Revised Representative Texts and Supplies to add the following: "Men's Work" by Paul Kivel, publisher, Hazeldon Foundation. "Women in Therapy" by Harriet Goldhor Lener PhD. Publisher: Harper Collins, to "Men's Work" by Paul Kivel, publisher, Hazeldon Foundation. "The Dance of Connection" by Harriet Lerner PhD. Publisher: Harper Collins. Recommended storage device: At least a 4GB USB removable drive.

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Effective: Fall 2013
Approved: 09/18/2012

X. Mesloh/Poulsen: MC – To approve HUS-30 – Pharmacology of Drugs of Abuse revise Assignments/Appropriate Readings as follows from: Assigned readings from "Under the Influence" and "Encyclopedia of Drug Abuse". Extract information from "Nida Monographs" for reports, to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library. Add to Representative Texts and Supplies from "Adult Children: Recommended storage devise: At least a 4GB USB removable drive.

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Effective: Fall 2013
Approved: 09/18/2012

Y. Mesloh/Poulsen: MC – To approve HUS-31 – Crisis Intervention Strategies to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings to add follows from: Textbook assignments and term paper, to-Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library related to a specific client population. Revised Representative Texts and Supplies to remove: "Crisis

Effective: Fall 2013

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Effective: Fall 2013

Approved: 09/18/2012

**Z. Mesloh/Poulsen: MC** – To approve HUS-32 – Understanding Addiction to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings to add follows from: Textbook assignments and term paper, to-Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library related to a specific client population. Revise Assignments/Appropriate Readings as follows from: Reading text, term paper and oral presentation research., to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library


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FF. Mouck/Mesloh: MC – To approve Associate in Science Degree – Accounting revision of Program Student Learning Outcomes from:
1. Distinguish the difference between cash and accrual accounting.
2. Prepare and explain the recording process for daily transactions and related effects on the accounting equation.
3. Describe basic principles of internal control.
4. Demonstration knowledge of basic characteristics of a corporate investing.
5. Demonstration knowledge of annual rate of return; cash payback techniques.
6. Describe the use of managerial accounting to make strategic decisions.
7. Prepare static and flexible budgets.

To new Student Learning Outcomes of:
1. Demonstrate an understanding of financial statements, prepare journal entries and complete an accounting cycle prepared according to Generally Accepted Accounting Principles (GAAP).
2. Demonstrate an understanding of managerial accounting approaches to identifying, deriving, and reporting of financial information for internal decision making purposes.
3. Apply computer skills to retrieve, analyze, and manage information in a business environment.
4. Demonstrate an ability to write clearly and concisely, verbally express themselves in presentations, and use common communication channels.
5. Combine critical thinking skills and technical knowledge to solve common problems found in the accounting profession.

Effective: Fall 2013
Approved: 09/18/2012


Total Units for the Certificate of Accomplishment: 11 Units

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AGR 1</td>
<td>Agriculture Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2</td>
<td>Agriculture Economics</td>
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Upon completion of this Certificate of Accomplishment in Agriculture Business, the student will be able to:

1. Analyze and make business decisions based on a business model.
2. Make business decisions using supply and demand.
3. Effectively and efficiently use computer programs, including Word and Excel.
4. Demonstrate an understanding of accrual accounting.

(SLO’s approved May 4, 2010)

Effective: Fall 2010  
(\textit{It was noted that this will not be part of the new catalog, as Program Student Learning Outcomes need to be submitted.})  
Approved: April 27, 2010

Effective: Fall 2013

\textbf{Mesloh/Elam: MSCU Amendment} – To revise the “Effective” date to Fall 2012.

Effective: Fall 2020

Approved: 09/18/2012

\textbf{HH. Mesloh/Poulsen: MC} – To approve Digital Graphic Design Entrepreneurship Certificate of Accomplishment Student Learning Outcomes.

\textbf{Student Learning Outcomes: Digital Graphic Design Entrepreneurship Certificate of Accomplishment}

1. Acquire the basic steps and skills necessary to plan, launch, and amplify your own business from finances/accounting to legal requirements.
2. Demonstrate a professional level of customer/client and business relations.
3. Develop a physical/digital portfolio and documents for client preview and business marketing.
4. Apply technical skills learned through the use of various computer information systems.

\textit{Lassen Community College}

\textbf{Digital Graphic Design Entrepreneurship Certificate of Accomplishment}

\begin{align*}
\text{ART 49a - Work Experience} & \quad 1 \text{ unit} \\
\text{ART 52 - Marketing Yourself as an Artist/Designer} & \quad 3 \text{ units} \\
\text{BUS 75 - Planning and Launching a New Business} & \quad 1 \text{ unit} \\
\text{BUS 77 - Financing the Small Business Venture} & \quad 1 \text{ unit} \\
\text{BUS 78 - The Customer Advantage} & \quad 1 \text{ unit} \\
\text{BUS 79 - Computer Information Systems for Small Business Ventures} & \quad 2 \text{ units} \\
\end{align*}

Total 9 units

Effective: Fall 2013

Approved: 09/18/2012

\section{Discussion}

\textbf{A. Textbooks} - will be moved to Action for the October 2, 2012 Meeting. Language will be developed to address: Required versus representative language on course outline; Use of older and/or multiple editions; Bookstore ordering; Managing book
lists and reconciling course outlines, bookstore and WebAdvisor. Bookstore staff will be invited to a Division Chair for discussion on ordering, etc.

B. **Wording of Course Outline** Reword the Curriculum/Academic Standards Committee “Revision Date” to “Review Date” or “Approval Date.” Reason for requested change is that some courses that have gone through the IPR process were not “Revised” because there was no change to the outline.

6. **Future Dates**

**Curriculum/Academic Standards Meeting Schedule (1st and 3rd Tuesdays at 3:00 pm)**

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

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Spring 2013</th>
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<tbody>
<tr>
<td>October 2, 16</td>
<td>January 15</td>
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<td>March 5, 19</td>
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<td>April 2, 16</td>
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7. **Information**

A. **2011-2012 Curriculum and Academic Standards Committee Action Log** provided as a handout

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

**Instructional Program Reviews Due**

- Social Science – May 2011
- Gunsmithing – May 2011
- Journalism – May 2011
- Art/Humanities – May 2012
- Agriculture – May 2012
- Business – May 2012
- Human Services – May 2012
- Basic Skills – May 2013
- Development Studies – May 2013
- Automotive Technology – 2013
- Fire Technology – May 2013
- Gunsmithing – May 2013
- Journalism – May 2013
- Vocational Nursing – May 2013
- Welding Technology – May 2013

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

9. **Adjournment – Lewis moved to adjourn at 4:03 PM**

10. **Future Agenda**
A. **October 16, 2012 Meeting** will need to have the 2012-2014 2+2 Transitions Contract reviewed and approved.