



Notice of Regularly Scheduled Meeting
November 18, 2014 - Tuesday
3:00 PM
TECC (HU102)

Called to Order @ 3:00pm

Member Present:

Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Chad Lewis
Ms. KC Mesloh
Ms. Susan G. Mouck
Ms. Fran Oberg
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Vice Chair
Ms. Stephney Stuart

Staff:

Ms. Susan Kelley, Instructional Services Technician

Members Not Present:

ASB Representative
Mr. Kory Konkol
Mr. Cory McClellan
Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director

Guest:

Dave Trussell

1. **Agenda Approval: (Elam/Poulsen MSCU)**
2. **Approve Meeting Minutes: November 4, 2014 meeting: (Lewis/Mesloh MSC with 1 abstaining Poulsen)**
Information only: October 21, 2014 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **AGR 57 Beginning Horseshoeing**
Reviewed for IPR with no change.
4. **Action**

A. AGR 9 Food Animal Selection: (Mesloh/Poulson with correction in spelling MSCU)

Approve change in course content.

Revised course to be consistent with C-ID course descriptor.

Effective: Fall 2015

B. AGR 41 Farm Tractors and Farm Power: (Mesloh/Gardiner with correction in spelling MSCU)

Approve change in course content, lab & additional textbook:

Deere, John., Fundamentals of machinery operations: Tractor ISBN – 13: 978-0866913515, 2014 fifth addition

Revised course to be consistent with C-ID course descriptor.

Effective: Spring 2015

C. ART 51 Typography/Lettering Design: (Poulsen/Somerville MSCU)

Approve change in course number to Art 13, Catalog description, objectives, content and assignments. Research has shown that this course articulates with many of the same university level courses. By changing to a transferable number it will allow for easier student credit transition. Change in wording will parallel course outlines at University level.

Effective: Fall 2015

For consistency with C-ID reviewed outlines and in preparation for possible C-ID submission of articulated graphic design courses, the committee suggested that Lori add a list of laboratory activities to the course content section of the outline.

D. COT 52 Keyboarding, Level 2: (Poulsen/Somerville with correction in spelling MSCU)

Approve change in catalog description:

Reviews basic production techniques. Presents a variety of office situations where emphasis is upon office skill development including editing, abstracting information, decision making, setting priorities, work flow, following directions, and working under pressure. ~~This course has been approved for open entry/open exit.~~ This course has been approved for online delivery.

Was not removed when it changed from variable units to 1 unit in May 2013.

Effective: Spring 2015

E. FS 66 Fire Prevention 1A: (Olberg/Mesloh with corrections in spelling MSCU)

Approve change in hours, units, title, catalog description, content, objectives, evaluation and Textbook.

Catalog discription:

~~This course provides a broad technical overview of the fire prevention codes and ordinances, inspection practices, key hazards, including flammable and combustible liquids and gases, explosives, fireworks, and extinguishing systems. (CSFM certified)~~

This course provides a basic knowledge of the Company Officer certification track and Capstone Task Book process. The student will be equipped with knowledge and skills related to the Company Officer's role in fire prevention, the relationship between life safety and building construction, the elements of a

quality company inspection program, and how to address complex hazards encountered during and inspection.

Textbook:

Uniform Fire Code

Fire Prevention 1A Student Manual

California Fire Inspector's Guide

California Fire Chiefs Association, Current Edition

Fire Prevention Applications for the Company Officer

Fire Protection Publications (FPP), First Edition, ISBN: 9780879393847

36 hours to 40 hours

2 units to 2.5 units

Effective: Fall 2015

Dave Trussell explained that the agency wants to run the class as one class instead of two. With the combination of FS 66A and 67B into one class, we will need to inactivate FS 67B at the next meeting.

F. FS 79A Ground Support Unit Leader: (Oberg/Stuart with correction in spelling MSCU)

Approve change in hours and units:

28 lecture hours to 32 lecture hours.

1.5 units to 2 units.

Due to National Wildfire Coordinating Group (NWCG) changes.

Effective: Spring 2015

Dave Trussell stated the the agency wants instructors to add life-like scenarios to the course, which is why they needed to change the hours and units.

5. Discussion

A. AGR 12 Animal Health and Disease

New course

Catalog description:

Study of common livestock diseases and fundamentals of immunity; includes the livestock technician's role in promoting animal health and the foundation of disease control.

3 units

34 hours lecture/51 hours lab

Alison stated that there are new associate for transfer degrees that we are developing, and this course is intended for the Animal Science degree for transfer.

B. AGR 19 Introduction to Soil Science

New course

Catalog description:

The study of soil, physical, chemical and biological properties. Soil classification, derivation, use, function and management; including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties. Laboratory required.

3 units

34 hours lecture/51 hours lab

Alison stated that there are new associate degrees for transfer that we are developing, and this course would be added to the Agricultural Business Degree. She is working with Brian Wolf developing a few more classes.

C. Peer review of distance education courses

Cheryl Aschenbach handed out a draft of the Distance Education Review Committee charge. Discussed continued from last meeting with the following recommendations made:

- We need to put a disclaimer that states this will not affect faculty reviews.
- Include information about compliance being based on Online and Correspondence Instructor Handbooks.
- Within the committee structure, clarify that at least one faculty member will be from each distant learning, online, correspondence, and hybrid. Consider 2 with online experience, 2 with correspondence experience, and 1 with hybrid experience to make-up the five committee members.
- We need to distribute this to union leadership. Cheryl will share it with Ross, then she will distribute it to all faculty for review.
- Everyone is to look it over and bring back suggestion to next meeting for further discussion.

See attachment at end of minutes.

6. Future Dates

Curriculum/Academic Standards Meeting Schedule for First and Third Tuesdays at 3:00 PM in the TECC

Note: Additional meetings may be scheduled as needed.

Fall

December 2

Spring

January 20

February 3

March 3 & 17

April 21

May 5

7. Information

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

Instructional Program Reviews Due

Agriculture – May 2014

Human Services-May 2015

History/Social Science/Sociology/Psychology/Anthropology-May 2015

Work Experience-May 2015

Fire Technology- May 2015

Gunsmithing-May 2015

Welding-May 2015

Vocational Nursing-May 2015

Any Person Having Business Not on the Agenda

Adjournment @ 3:50pm (Gardiner/Lewis) Future Agenda

Distance Education Review Committee DRAFT

Sub-committee of Curriculum/Academic Standards Committee

Open and uses voting by majority decision-making processes.

Meets TBD

Charge:

In an effort to assure quality distance education offerings and promote student learning and success in distance learning sections, this Committee shall be responsible for reviewing distance education section offerings for effectiveness in delivery and compliance with local, state, and national standards using information included in the *Handbook for Correspondence Instructors* and *Handbook for Online Instructors*. Specifically, the Committee is charged with:

Academic Standards:

1. Determine appropriateness of offering a specific course via distance education
2. Determine appropriateness of instructional strategies employed in a section in effectively delivering instruction that is at least equivalent to face-to-face instruction in content and rigor
3. Assist faculty in the development of distance education sections that meet regulations and effectively provide learning opportunities to students
4. Assist faculty in understanding requirements for distance education instruction
5. Make recommendations to improve student success in distance education sections

Review of distance education course sections:

1. Review distance education courses prior to and during first offering, and recommend continuation or discontinuation of course section
2. Regularly review repeat section offerings and recommend continuation or discontinuation as warranted
3. Determine compliance with local, state, and national distance education guidelines and standards
4. Recommend instructional material revisions to instructional faculty to meet or improve academic standards
5. Recommend discontinuation of a section via distance education to VP of Academic Services and division chairs when distance education recommendations are not met

NOTE: This committee is a course review committee, not a faculty evaluation committee. Course sections and distance education materials will be reviewed and recommendations for revision, continuation or discontinuation made to the Curriculum/Academic Standards Committee, The VP of Academic Services or designee, and individual faculty members. No recommendations will be made to individual faculty evaluation committees.

cture:

Distance Education Review Committee is a sub-committee of the Curriculum/ Academic Standards Committee. It is comprised of appointed instructional faculty with experience in at least one distance education delivery (online, correspondence, hybrid)

- 5 full-time faculty appointed by the Academic Senate with experience in at least one distance education delivery
 - 2 faculty members with online instruction experience
 - 2 faculty members with correspondence instruction experience
 - 1 faculty member with hybrid instruction experience
- 1 Curriculum/Academic Standards Committee Chair

Quorum:

- A quorum, consisting of a minimum of four voting members, shall be required to conduct business.

Chair:

- Committee will be chaired by the Curriculum/Academic Standards Committee chair, who is elected from within the Curriculum/Academic Standards Committee

Reporting: Reports to the Curriculum/Academic Standards Committee

Approved by the Distance Education Review Committee -TBD

Reaffirmed by the Curriculum/Academic Standards Committee – TBD

Reaffirmed by the Academic Senate - TBD

APPROVED