Notice of Regularly Scheduled Meeting  
March 6, 2018 - Tuesday  
3:00 PM  
HU 102 (TECC)

Call to Order

Members:
Ms. Cheryl Aschenbach  
Dr. Larry Buckley, Interim Vice President of Academic Services  
Ms. Laura Greer  
Ms. Roxanna Haynes  
Mr. Jacob Hibbitts-ASB Representative  
Ms. Susan Kelley-CSEA Alternate  
Mr. Chad Lewis  
Ms. Josetta Mata  
Ms. KC Mesloh  
Ms. Susan G. Mouck  
Ms. Christi Myers  
Ms. Fran Oberg  
Mr. Tom Rogers  
Mr. Orlando Shannon, Vice Chair  
Ms. Alison Somerville, Articulation Officer, Chair

1. Agenda Approval
2. Approve Meeting Minutes: February 20, 2018 meeting  
   Information only: December 5, 2017 Approved Minutes

3. Action taken by Curriculum Subcommittee

   A. AJ 11 Youth Gangs in America  
      Approved changing SAM code to possibly occupational, the TOP Code of Administration of Justice cannot be non-occupational  
      Effective: Fall 2018

   B. AJ 56 Spanish for Law Enforcement  
      Approved changing SAM code to non-occupational, the TOP Code of Spanish cannot be possibly occupational  
      Effective: Fall 2018

   C. ART 1A, ART 1B, ART 23, ART 28 & ART 50  
      Approved changing SAM code to possibly occupational, the TOP Code of Art cannot be non-occupational
D. **ART 18 Advanced Life Drawing** (page 23)

Approved changing hours from 34 lab hours to 51 lab hours.
In the fall of 2007 the lecture component was removed from the course.
Course was 17 hours lecture 51 hours lab 2 units. The course was incorrectly changed to 1 unit 34 hours lab instead of one unit 51 hours lab.
Effective: Fall 2018

E. **DS 120 Adaptive Fitness** (page 24)

Approved changing SAM code to non-occupational, the TOP Code of Special Education cannot be possibly occupational
Effective: Fall 2018

F. **ECON 10 Macroeconomics and ECON 11 Microeconomics** (page 25)

Approved changing SAM code to non-occupational, the TOP Code of Economics cannot be possibly occupational
Effective: Fall 2018

G. **FILM 1 History of Cinema** (page 26)

Approved changing SAM code to non-occupational, the TOP Code of Film Cinema cannot be possibly occupational
Effective: Fall 2018

H. **HLTH 25 Understanding Nutrition** (page 27)

Approved changing SAM code to non-occupational, the TOP Code of Health Education cannot be clearly occupational
Effective: Fall 2018

4. **Action**

A. **COCI (Chancellor’s Office Inventory)**

Approve inactivation of courses in COCI that are locally inactive.
Effective: Spring 2018

B. **ART 35 Glass Design and ART 130 Mural Painting Workshop** (page 28)

Approve inactivation of courses. Courses have not been offered in more than four years.
Effective: Spring 2018

C. **BUS 2 Introduction to Business** (page 29)

Approve changing textbook to an OER book and adding “Online Resource Book, student will be able to access book online or may request a printed copy from the book store for a fee”
Thomson, ISBN 9780078023132
D. **BUS 10 Human Resource Management**  
Approve changing textbook to an OER book and adding “Online Resource Book, student will be able to access book online or may request a printed copy from the book store for a fee”  
http://open.lib.umn.edu/humanresourcemanagement/  
Effective: Fall 2018

E. **BUS 27 Business Communications**  
Approve changing textbook to an OER book and adding “Online Resource Book, student will be able to access book online or may request a printed copy from the book store for a fee”  
http://open.lib.umn.edu/businesscommunication/  
Effective: Fall 2018

F. **FS 51 Introduction to Fire Careers**  
Approve increase lecture by 1 hours. A one unit lecture requires 17 hour course is currently 16.  
Effective: Fall 2018

G. **FS 60A Basic Fire Crew Fighter**  
Approve increasing lecture by 1 hour. A three unit lecture requires 51 hours course is currently 50 hours lecture.  
Approve: Spring 2018

H. **PEAC 2B Preseason Skills for Soccer**  
Approve increase lab by 1.5 hours. A 0.5 unit lab class requires 25.5 hours course is currently 25 hour lab.  
Effective: Summer 2018

I. **PEAC 6B Preseason Skills and conditioning for Wrestling**  
Approve increase lab by 1.5 hours. A 0.5 unit lab class requires 25.5 hours course is currently 25 hour lab.  
Effective: Summer 2018
J. PEAC 9B Preseason Skills and conditioning for Volleyball
Approve increase lab by 1.5 hours. A 0.5 unit lab class requires 25.5 hours course is currently 25 hour lab.
Effective: Summer 2018

K. PEAC 5B Preseason Skills and conditioning for Basketball
Approve increase lab by 0.5 hours. A 1.5 unit lab class requires 76.5 hours course is currently 76 hour lab.
Effective: Summer 2018

L. VN 50 Pharmacology
Approve adding hybrid delivery
Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.
Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018

M. VN 50 Pharmacology
Approve change in description, assignments, evaluation and books.
Effective: Fall 2018

N. VN 51 Nursing Fundamentals
Approve adding hybrid delivery
Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.
Hybrid Delivery
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Effective: Fall 2018

O. VN 51 Nursing Fundamentals
Approve change in description, assignments, evaluation and books.
Effective: Fall 2018

P. VN 52 Clinical Lab 1
Approve adding hybrid delivery
Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018

Q. VN 52 Clinical Lab 1
Approve change in description, assignments, evaluation, books and supplies.
Effective: Fall 2018

R. VN 53 Adult Nursing Theory
Approve adding hybrid delivery

Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery
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Effective: Fall 2018

S. VN 53 Adult Nursing Theory
Approve change in description, co-requisite, assignments, evaluation and books.
Effective: Fall 2018

T. VN 54 Clinical Lab II
Approve adding hybrid delivery

Hybrid Delivery Evaluation
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

Hybrid Delivery
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.

Effective: Fall 2018
U. **VN 54 Clinical Lab II**
   Approve change in description, co-requisites, assignments, evaluation, books and supplies.
   Effective: Fall 2018

V. **VN 55 Nursing Leadership and Professional Development**
   Approve adding hybrid delivery
   **Hybrid Delivery Evaluation**
   A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.
   **Hybrid Delivery**
   Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
   Effective: Fall 2018

W. **VN 55 Nursing Leadership and Professional Development**
   Approve change in description, co-requisites, assignments, evaluation and books.
   Effective: Fall 2018

X. **VN 56 Clinical Lab III**
   Approve adding hybrid delivery
   **Hybrid Delivery Evaluation**
   A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.
   **Hybrid Delivery**
   Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
   Effective: Fall 2018

Y. **VN 56 Clinical Lab III**
   Approve change in description, prerequisites, assignments, evaluation, books and supplies.
   Effective: Fall 2018

Z. **VN 57 Maternity Nursing**
   Approve adding hybrid delivery
   **Hybrid Delivery Evaluation**
   A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay
examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

**Hybrid Delivery**
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018

**AA. VN 57 Maternity Nursing**
Approve change in description, prerequisites, assignments, evaluation and books.
Effective: Fall 2018

**BB. VN 58 Pediatric Nursing**
Approve adding hybrid delivery

**Hybrid Delivery Evaluation**
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

**Hybrid Delivery**
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018

**CC. VN 58 Pediatric Nursing**
Approve change in description, prerequisites, assignments, evaluation and books.
Effective: Fall 2018

**DD. VN 59 IV Therapy and Blood Withdrawal**
Approve adding hybrid delivery

**Hybrid Delivery Evaluation**
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

**Hybrid Delivery**
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.
Effective: Fall 2018

**EE. VN 59 IV Therapy and Blood Withdrawal**
Approve change in description, prerequisites, co-requisites, add 1 hour of lecture, assignments, evaluation and books.
Effective: Fall 2018

FF. VN 60 NCLEX Review  
Approve adding hybrid delivery

**Hybrid Delivery Evaluation**  
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes and exams, essay and project submissions, discussion boards and email communications.

**Hybrid Delivery**  
Hybrid delivery will use the technology platform adopted by the District. Hybrid delivery will not take place of class time but will be utilized both in the classroom and outside of the classroom for submission of online quizzes and exams, essays, and projects, discussion boards and email communications.  
Effective: Fall 2018

GG. VN 60 NCLEX Review  
Approve change in title, description, prerequisite, SLO, assignments, evaluation and books.  
Effective: Fall 2018

5. Discussion

A. **Certificate of Achievement in Small Business Management**  
   Total Units for Certificate of Achievement: 15 units

<table>
<thead>
<tr>
<th>Course#</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 22</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 25</td>
<td>Small Business Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 27</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Student Learning Outcomes**  
Upon completion of Certificate of Achievement in Small Business Management, student will be able to:
1. Demonstrate an understanding of contemporary business principles, practices and organizational structures.
2. Write, proofread and revise common business communications.
3. Define common business terms, ideas, phrases and integrity as it applies to business stakeholders.
4. Demonstrate a basic understanding of the legal framework that surrounds contemporary U.S. business.
5. Identify human resource issues and their economic costs and benefits.

B. **Inactivation of courses that have not been offered for several years**

C. **Who might want to go to the curriculum institute in July**

D. **Should Non-credit courses be tracked on the transcripts**
They are not now

E. **Revisit hybrid definition for incarcerated students** (page 109)

F. **Curriculum and Academic Standards Charge**

   Review Curriculum and Academic Charge.

6. **Future Dates**

   **Curriculum/Academic Standards Meeting 2017-2018 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)**

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

   Spring
   March 20th
   April 17th
   May 1st & 15th

**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 Sept 2018
- Agriculture – Sept 2014, 2016, 2018
- Allied Health – Sept 2017
- Automotive Technology Sept 2018
- Basic Skills – Sept 2017
- Business Sept 2018
- Child Development-Sept 2016, 2018
- Digital Graphics 2018
- Human Services-Sept 2015, 2017
- Humanities-Sept 2016
- Gunsmithing – Sept 2017
- Welding – Sept 2017

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

**Adjournment**

**Future Agenda**

*Adding Art 21 to Studio Arts degree*

*Administrative Procedure to define minimum number of units and out of class hours on an outline*