



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
March 20, 2018 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:03pm

Members Present:

Ms. Cheryl Aschenbach
Mr. Christopher Baker
Ms. Roxanna Haynes
Ms. Susan Kelley-CSEA Alternate
Mr. Chad Lewis
Ms. KC Mesloh
Ms. Susan G. Mouck
Mr. Orlando Shannon, Vice Chair
Ms. Alison Somerville, Articulation Officer, Chair

Members Absent:

Dr. Larry Buckley, Interim Vice President of Academic Services
Ms. Laura Greer
Mr. Jacob Hibbitts-ASB Representative
Ms. Shawn Hubbard
Ms. Christi Myers
Ms. Fran Oberg
Mr. Tom Rogers

1. **Agenda Approval (Haynes/Baker: MSCU)**
2. **Approve Meeting Minutes: March 6, 2018 meeting (Mesloh/Haynes: MSCU)**
Information only: February 20, 2018 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **GEOG 1 Physical Geography**
Approved changing textbook from: ~~Strahler, *Introducing Physical Geography*, 2013, 6th edition, Wiley, ISBN: 9781118396200~~
To: *Darrel Hess & Dennis Tasa; McKnight's Physical Geography: A Landscape Appreciation*, 12th edition, 2016, Pearson Education, ISBN# 9780134195421
Effective: Fall 2018
 - B. **MATH 11A Concepts of Elementary School Mathematics I**
Approved changing textbook from: ~~Bassarear, *Mathematics for Elementary School Teachers*, 5th edition, 2011, Cengage Learning, ISBN: 9780840054637~~

To: Long, DeTemple & Millman, *Mathematical Reasoning for Elementary Teachers Plus MyLab Math Media update Access Card Package*, 7th edition, 2018, Pearson, ISBN# 9780135229989
Effective: Fall 2018

4. Action

A. Definition of Hybrid delivery and Web-enhanced Course (Achenbach/Baker Table)

Approve change in definitions or that they should remain the same.

Hybrid Delivery

A course in which, any portion of the traditional face-to-face delivery of instruction is replaced by online delivery of instruction, including assessment. (Requires separate Curriculum/Academic Standards Committee approval prior to offering the course)

Web-Enhanced Course

Course in which 0% of the face-to-face instruction is replaced by online instruction; syllabus, chat, email and other supporting materials may be delivered online; online research may be required. (Does not requires separate Curriculum/Academic Standards Committee approval prior to offering the course.)

Effective: Fall 2018

DRAFT definition: Hybrid Delivery

*A **hybrid course** is a course in which some portion of the hours scheduled for the traditional face-to-face delivery of instruction is replaced by online delivery. Exams and summative assessments must be administered during scheduled face-to-face hours. (Hybrid delivery requires separate Curriculum/Academic Standards Committee approval prior to offering the course)*

- The catalog description must be revised to include the following statement: This course has been approved for hybrid delivery. Students must have regular access to a computer with Internet (or Access to a computer with Internet access is required).*
- Methods of Delivery on the COR must be revised to include clear guidelines for the number and type (lecture or lab) of hours being taught face-to-face, the number of hours being taught online, the types of instruction that may occur in the face-to-face portion of class, and the types of instruction that may occur in the online portion of class.*
- Methods of Evaluation on the COR must be revised to include the types of evaluation that will or may occur face-to-face and the types of evaluation that will or may occur online.*

DRAFT definition: Web-Enhanced Delivery

*A **web-enhanced course** is a course in which additional information and resources may be made available to students online, and students may be required to do research and complete and/or submit assignments online. Quizzes may be administered online, but exams and summative assessments must be administered face-to-face. (Web-Enhanced delivery requires separate Curriculum/Academic Standards Committee approval prior to offering the course).*

- *The catalog description must be revised to include the following statement: This is a web-enhanced course. Students must have regular access to a computer with Internet (or Access to a computer with Internet access is required).*
- *Methods of Delivery ... doesn't seem that it needs revision for web-enhanced, does it?*
- *Methods of Evaluation on the COR must be revised to include the types of evaluation that will or may occur face-to-face and the types of evaluation that will or may occur online.*

Bring back to next meeting for action

B. Curriculum and Academic Standards Charge (Achenbach/Lewis: MSCU)

Approved revisions to Committee's Charge
Effective: Spring 2018

C. AJ 56 Spanish for Law Enforcement (Mesloh/Haynes: MSCU)

Approved changing the TOP code from Spanish to Administration of Justice.
Effective: Fall 2018

D. BIOL 10 Natural History of Plants and Animals (Aschenbach/Mesloh approved with added language: MSCU)

Approved adding hybrid delivery.

Hybrid Delivery Evaluation

All quizzes and exams will be administered during the in person class time. Students will be expected to complete on line assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester 17 lecture hours and all 51 lab hours will be taught face-to face by the instructor and 34 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lectures.

Effective: Summer 2018

C. BUS 75, 76, 77, 78, & 79 MATH 60 & 103 (Aschenbach/Lewis: MSCU)

Approved removing hybrid delivery for incarcerated student's language from the course out. In the last meeting correspondence is not considered distance education therefor it cannot be considered hybrid delivery.

Effective: Spring: 2018

D. CA 31 Computer Applications I (Mesloh/Haynes Tabled: MSCU)

Approve course for hybrid delivery.

Hybrid Evaluation:

A combination of traditional classroom and online evaluations will be used. Traditional Classroom: exercises/assignments, objective examinations and essay examinations. Online delivery: exercises/assignments, online quizzes and exams, essay forum postings, and chat rooms.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2018

The course is 68 hours 17 minimum is less than a third of the class. Would like it to be specific how many hours are taught face-to-face and how many will be taught online. Would like tests and exams to be in the face-to-face instruction.

E. CD 27 Children with Special Needs (Mesloh/Lewis: MSCU)

Approved adding online delivery.

Online Evaluation

A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

Online Delivery

Delivery includes the following: online written lectures, forum-based discussions, exercises/assignments contained on website, adding extra resources and other media sources as appropriate

Effective: Spring 2018

Add to the description "access to a computer with internet access is required"

F. FS 61 Basic Firefighter Training (Basic 32) (Aschenbach/Mesloh: MSCU)

Approved change in catalog description. Remove S-133 & S134.

This course provides basic training in wildland fire suppression and crew person subject overage includes wildland fire behavior, skills of wildland fire suppression, practice with common fireline hand tools, and working safely in wildland fire environment. [Meets U.S. Forest Service and Bureau of Land Management requirements for Firefighter Type 2: S-110, I-100, L-180, S-130, ~~S-133~~, ~~S-134~~, and S-190.] Certificates will be awarded at the completion of course.

Effective: Fall 2018

G. FS 98.20 Annual Hired Equipment Refresher (Aschenbach/Mesloh: MSCU)

Approved change in catalog description and increase lecture hours from 8 to 8.5.

This course provides an annual review and update of regulations and guidelines for the safe operation of fire suppression equipment. This course requires an additional fee of \$2.00 to cover the costs of handouts and a pocket guide. Also required is a \$20.00 fee for State Fire Training Certification/Registration fee as mandated by Cal Fire. ~~There is also a \$2.00 fee for a certificate.~~ This course may be taken as legally mandated.

Effective: Fall 2018

H. GSS 52BR Firearms Training Refresher (Aschenbach/Mesloh: MSCU)

Approved adding .5 hours to lecture. Requires 8.5 hours for .5 unit lecture.
Effective: Effective Fall 2018

I. GSS 60 Firearms Safety (Aschenbach/Mesloh: MSCU)

Approved adding .5 hours to lecture. Requires 7.5 lecture with 4 hours lab.
Effective: Fall 2018

J. GSS 98.21, 98.22, 98.23, 98.24 (Aschenbach/Mesloh: MSCU)

Approved adding 9 hours lab. This course is a variable 1-3 units currently 144 hours
lab 51 lab hours is 1.0 unit
Effective: Fall 2018

K. HO 120 Cardiopulmonary Resuscitation (Aschenbach/Mesloh: MSCU)

Approved adding .5 hour lecture to course. Course shows 8 hours lecture and needs to
be 8.5 hours lecture to be 0.5 units.
Effective: Fall 2018

L. MATH 11A Concepts of Elementary School Mathematics I(Mouck/Haynes: MSCU)

Approved adding online delivery.

Online Evaluation

A variety of methods will be used, such as: research papers, asynchronous and
synchronous discussions (chat/forum), exercises/assignments, online quizzes and
exams, and postings to online website.

Online Delivery

Delivery includes the following: online written lectures, forum-based discussions,
exercises/assignments contained on website, adding extra resources and other media
sources as appropriate

Effective: Fall 2018

M. MATH 11B Concepts of Elementary School Mathematics II(Mouck/Haynes: MSCU)

Approved change in language in the textbook.

O'Daffer, et al, *Mathematics for Elementary School Teachers w/access Plus MyLab
Math Student Starter Kit*, 4th edition , 2007, Pearson, ISBN 9780321448590

Effective: Fall 2018

N. MATH 11B Concepts of Elementary School Mathematics II (Mouck/Haynes: MSCU)

Approved adding online delivery.

Online Evaluation

A variety of methods will be used, such as: research papers, asynchronous and
synchronous discussions (chat/forum), exercises/assignments, online quizzes and
exams, and postings to online website.

Online Delivery

Delivery includes the following: online written lectures, forum-based discussions, exercises/assignments contained on website, adding extra resources and other media sources as appropriate

Effective: Fall 2018

O. VN 50 Pharmacology (Achenbach/Baker Tabled: MSCU)

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

The VN courses should be brought back as a web-enhance course. Methods of Evaluation on the COR must be revised to include the types of evaluation that will or may occur face-to-face and the types of evaluation that will or may occur online.

P. VN 51 Nursing Fundamentals (Achenbach/Baker Tabled: MSCU)

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 (Achenbach/Baker Tabled: MSCU)

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

R. VN 53 Adult Nursing Theory (Achenbach/Baker Tabled: MSCU)

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

S. VN 54 Clinical Lab II (Achenbach/Baker Tabled: MSCU)

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

T. VN 55 Nursing Leadership and Professional Development (Achenbach/Baker Tabled: MSCU)

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 56 Clinical Lab III (Achenbach/Baker Tabled: MSCU)

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

V. VN 57 Maternity Nursing (Achenbach/Baker Tabled: MSCU)

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 58 Pediatric Nursing (Achenbach/Baker Tabled: MSCU)

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

X. VN 59 IV Therapy and Blood Withdrawal (Achenbach/Baker Tabled: MSCU)

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 60 NCLEX Review (Achenbach/Baker Tabled: MSCU)

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

5. Discussion

A. Certificate of Achievement in Small Business Management (page 44)

Total Units for Certificate of Achievement: 15 units

Course#	Course Title	Units
BUS 2	Introduction to Business	3.0
BUS 10	Human Resource Management	3.0
BUS 22	Business Law	3.0
BUS 25	Small Business Management	3.0
BUS 27	Business Communications	3.0

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.

If student chooses IGETC GE there is 9 electives units, CSU GE there is 4 elective units in the transfer degree. Andy felt BUS 10 & 25 are important for the CA.

B. Volunteers to work on updating the Curriculum Handbook

Achenbach/Baker/Kelley have agreed to work on the handbook

Dr. Taylor and Dr. Buckley brought it to Kelley's attention that we need to have a clear procedure for inactivating courses. The hand book only states that it is done through the IPR process.

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
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
Mathematics/Natural Science - Sept 2018
Physical Education – Sept 2018
Welding – Sept 2017

Any Person Having Business Not on the Agenda

Adjournment @ 4:25

Future Agenda

Adding Art 21 to Studio Arts degree

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