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

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**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
- C. **Elam/Somerville: MSCU – To approve BUS-1C – Federal Income Tax** revision of Student Learning Outcomes as follows: Prepare a common U.S. Individual 1040 Income Tax Returns complete with common filing schedules. Remove Course Objectives and revise text to remove: Essentials of Federal Income Taxation, Johnson, 2010 Edition, CCHPublishing, 2009 ISBN: 978-0-8080-2255-8; and add: *1040 Quickfinder Handbook*, [current tax year edition] Thompson Reuters [This is an industry published and used reference manual without ISBN]  
Effective: Fall 2013  
Approved: 09/18/2012
- D. **Elam/Somerville: MSCU – To approve BUS-19 – Office Procedures** removal of Course Objectives and revise text to remove: "The Administrative Professional", Fulton-Calkins, 13th Edition, 2007, Thomson, ISBN 139780538729482; and add "The Administrative Professional", Fulton-Calkins, 14th Edition, 2011, Thomson, ISBN-13: 9780538731041.  
Effective: Fall 2013  
Approved: 09/18/2012
- E. **Elam/Somerville: MSCU – To approve BUS-25 – Small Business Management** removal Course Objectives and revise text to remove: Small Business Management: Entrepreneurship and Beyond, Hatten, Timothy S. 4th edition, Houghton Mifflin (2009); and add Small Business Management: Entrepreneurship and Beyond, Hatten, Timothy S., 5th edition, Houghton Mifflin (2012) ISBN 13: 978-0-538-45314-1  
Effective: Fall 2013  
Approved: 09/18/2012
- F. **Mesloh/Poulsen: MSCU – To approve CA-54 – Basic Computer Maintenance** removal of Course Objectives and revise text to remove, “The Complete PC Upgrade and Maintenance Guide”, Minasi, Mark, John Wiley & Sons, 2005, ISBN 13-978-0782144314; and add “Upgrading and Repairing PC’s”, Scott Mueller, Que 20<sup>th</sup> Edition [August, 2011] ISBN – 13: 978-0789747105  
Effective: Fall 2013  
Approved: 09/18/2012
- G. **Mesloh/Poulsen: MSCU – To approve CA-55 – Using a Word Processor** removal of Course Objectives and revise text to remove: Microsoft Office Word, 2007, Plain & Simple, Curtis D. Frye, Windows (2007) ISBN 13-9780735622937; and add

Microsoft Office Word, 2010, Plain & Simple, Curtis D. Frye, Microsoft Press, 1<sup>st</sup> Edition (2010) ISBN 13-978-0735627314  
Effective: Fall 2013  
Approved: 09/18/2012

- H. Mesloh/Poulsen: MSCU – To approve CA-56 – Using a Spreadsheet** removal of Course Objectives and revise text to remove, Microsoft Office Excel 2007 Plain & Simple, Curtis D. Frye, Windows (2007) ISBN 13-9780735622913; and add Microsoft Office Excel 2010 Plain & Simple, Curtis D. Frye, Microsoft Press (2010) ISBN 13: 9780735627277  
Effective: Fall 2013  
Approved: 09/18/2012
- I. Mesloh/Poulsen: MSCU – To approve CA-57 – Using a Database** removal of Microsoft Office Access 2007 Plain & Simple, Curtis D. Frye, Windows (2007) ISBN 13-9780735622920; and add Microsoft Office Access 2010 Plain & Simple [1<sup>st</sup> Edition], Curtis D. Frye, Microsoft Press, (2010) ISBN 13: 978-0735627307  
Effective: Fall 2013  
Approved: 09/18/2012
- J. Mesloh/Poulsen: MSCU – To approve CA-59 – Microsoft Windows** removal of Course Objectives and revise text to remove: Instructor demos, handouts and online videos. Instructor text will be available in the near future; and add Microsoft Office 2010 Plain & Simple [1<sup>st</sup> Edition], Katherine Murray, Microsoft Press, (2010) ISBN 13: 978-0735626973  
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: MSC – To approve COT-52 – Keyboarding, Level 2** No changes during IPR.  
Effective: Fall 2013  
Approved: 09/18/2012
- N. Mouck/Poulsen: MSC – To approve CS-1 – Computer Literacy** removal of Course Objectives and revise Representative Texts and Supplies to remove: "Technology in Action", Latest Edition. Alan Evans, Kendall Martin, & Mary Anne Poatsy. Pearson, Prentice Hall; and add "Technology in Action", 9th Edition. Alan Evans, Kendall Martin, & Mary Anne Poatsy. Pearson, Prentice Hall. ISBN 13: 978-0132838733.  
Effective: Fall 2013

Approved: 09/18/2012

- 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
- S. Mesloh/Poulsen: MC – To approve HUS-22 – Substance Abuse Treatment** 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-reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies from "Loosening the Grip," by Jean Kinney, 10<sup>th</sup> Edition, McGraw-Hill, 2011, ISBN: 9780073404684, and TAP series of manuals by the US Government Substance Abuse and Mental Health Services Administration; to Loosening the Grip: A Handbook of Alcohol Information, 10th Edition, eText: ISBN-10:0-07-738238-2, ISBN-978-0-07-738238-4; Print: ISBN-10:0-07-340468-3, ISBN-13:978-0-07-

340468-4, Author(s): Kinney, Jean, Publisher: McGraw-Hill Higher Education  
Copyright year: © 2012. Recommended storage device: At least a 4GB USB  
removable drive. Addiction Counseling Competencies, TAP-21, U.S. Dept. of  
Health and Human Services, 2006. Note: This document is available in pdf format at:  
<http://store.samhsa.gov/product/TAP-21-Addiction-Counseling-Competencies/SMA08-4171> or viewable in a browser as an HTML document.  
Students can view the document online or save as a pdf to a usb-based flash drive.  
**Mouck/Poulsen: MSCU Amendment** – To leave “Transfers to CSU only” as  
“Transfers to CSU” and to remove “Recommended storage device: 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 device: at least a 4GB USB removable drive.  
Effective: Fall 2013  
Approved: 09/18/2012
- U. Mesloh/Poulsen: MC – To approve HUS-24 – Group Facilitator** to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings as follows from: Reading in college level text and library research; to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies from Shapiro, Brief Group Treatment, 1998, Cengage, ISBN: 9780534355548, to Corey/Corey, Groups Process and Practice, 7<sup>th</sup> ed., eText: ISBN-10:0495515809, ISBN-13:9780495515807, Print: ISBN-10:0534607950, ISBN-13:9780534607951, Wadsworth, 2006 Recommended storage device: At least a 4GB USB removable drive. Remove Correspondence Method of Delivery  
**Mouck/Poulsen: MSCU Amendment** – To leave “Transfers to CSU only” as “Transfers to CSU” and to remove “Recommended storage device: at least a 4GB USB removable drive.  
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-

reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies from "Adult Children: The Secrets of Dysfunctional Families", by Friel & Friel, published by Health Communications, or equivalent to Goldenberg/Goldenberg, Family Therapy; eText: ISBN-10:1133471412, ISBN-13:9781133471417, Print: ISBN-10:1111828806, ISBN-13:9781111828806, Wadsworth, 2013. 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 device: at least a 4GB USB removable drive.

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 Lerner 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.

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

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 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 device: at least a 4GB USB removable drive.

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

Intervention Strategies", by Burl E. Gilliland and Richard K. James, Brooks/Cole Publishing Co., and add James, Crisis Intervention Strategies, 6<sup>th</sup> edition, eText: ISBN-10:0495588350, ISBN-13:9780495588351, Print: ISBN-10:0495100269, ISBN-13:9780495100263, Wadsworth, 2008, and Recommended storage device: At least a 4GB USB removable drive.

Effective: Fall 2013

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

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 Add to Representative Texts and Supplies from "Alcoholism in the Family", by Lawson, Peterson and Lawson, published by Aspen Publications. "Loosening the Grip", by Kinney/Leaton, published by C.V. Mosby, to Jean Kinney, Loosening the Grip: A Handbook of Alcohol Information, 10th Edition, eText: ISBN-10:0-07-738238-2, ISBN-13:978-0-07-738238-4, Print: ISBN-10:0-07-340468-3, ISBN-13:978-0-07-340468-4, McGraw-Hill, 2012, and 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 device: at least a 4GB USB removable drive.

Effective: Fall 2013

Approved: 09/18/2012

- AA. Mesloh/Poulsen: MC – To approve HUS-35 – Ethical Issues** to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings to add follows from: Reading from texts and for research, 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: Issues and Ethics in the Helping Professions, 8<sup>th</sup> ed., Corey, Corey and Callanan, and add Corey/Corey/Callanan; Issues and Ethics in the Helping Professions; eText - ISBN-13:978111111; Print – ISBN-10:0495812412/ISBN-13:9780495812418; Wadsworth; 2011, and 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 device: at least a 4GB USB removable drive.

Effective: Fall 2013

Approved: 09/18/2012

- BB. Mesloh/Poulsen: MC – To approve HUS-37 – Case Management and Client Records Documentation** to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings as follows from: Reading texts, an additional book and research to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library. Revise Representative Texts and Supplies from "Fundamentals of Case management Practice" by Nancy Summers, to Summers; Fundamentals of Case Management Practice; eText: ISBN-10:0840033699, ISBN-13:9780840033697; Print: ISBN-10:0840033699, ISBN-13:9780840033697; Wadsworth; 2012, and 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 device: at least a 4GB USB removable drive.  
Effective: Fall 2013  
Approved: 09/18/2012
- CC. Mesloh/Poulsen: MC – To approve HUS-40 – Field Instruction Seminar I** to remove “Transfers to CSU only” in Catalog Description. Revise Assignments/Appropriate Readings to add follows from: Agency ethics, policies, charts, procedures, to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies to remove: "Getting the Most from your Human Services Internship: Learning from Experience", by Kiser and add Kiser; The Human Services Internship; eText: ISBN-10:1111561281, ISBN-13:9781111561284; Print: ISBN-10:1111186871, ISBN-13:9781111186876; Wadsworth; 2012; and 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 device: at least a 4GB USB removable drive.  
Effective: Fall 2013  
Approved: 09/18/2012
- DD. Mesloh/Poulsen: MC – To approve HUS-41 – Field Instruction Seminar II** revision of Assignments/Appropriate Readings to add follows from: Weekly reading from text, journal, research, to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies to remove: "Gerontological Social Work - Knowledge, Service Settings and Special Populations", by Robert L. Schneider, et al., and add Nancy R. Hooyman; H. Asuman Kiyak; Social Gerontology: A Multidisciplinary Perspective, Ninth Edition; eText: ISBN-10:0-205-80027-0, ISBN-13:978-0-205-80027-8; Print: ISBN-10:0-205-76313-8, ISBN-13:978-0-205-76313-9; Pearson; 2011.  
**Mouck/Poulsen: MSCU Amendment** – To leave “Transfers to CSU only” as “Transfers to CSU” and to remove “Recommended storage device: at least a 4GB USB removable drive.  
Effective: Fall 2013  
Approved: 09/18/2012



**EE. Mesloh/Poulsen: MC – To approve HUS-62 – Paraprofessional Counseling Skills in Residential Care** revision Assignments/Appropriate Readings to add follows from: Weekly reading from text, journal, research, to Chapter reading assignments from course textbook and readings from selected peer-reviewed journal articles on reserve in the library. Revised Representative Texts and Supplies to remove: "Gerontological Social Work - Knowledge, Service Settings and Special Populations", by Robert L. Schneider, et al., and add Nancy R. Hooyman; H. Asuman Kiyak; Social Gerontology: A Multidisciplinary Perspective, Ninth Edition; eText: ISBN-10:0-205-80027-0, ISBN-13:978-0-205-80027-8; Print: ISBN-10:0-205-76313-8, ISBN-13:978-0-205-76313-9; Pearson; 2011. 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 device: at least a 4GB USB removable drive.

Effective: Fall 2013

Approved: 09/18/2012

**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

**GG. Mesloh/Elam: MC – To approve Certificate of Accomplishment: Agriculture Business** reactivation of the Certificate.

**Total Units for the Certificate of Accomplishment: 11 Units**

Course No.	Course Title	Units
AGR 1	Agriculture Accounting	3
AGR 2	Agriculture Economics	3

AGR 3	Introduction to Agriculture Business	3
CA 31	Computer Applications I	2

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 *(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

**Mesloh/Elam: MSCU Amendment** – To revise the “Effective” date to **Fall 2012**.

Effective: Fall 2012

Approved: 09/18/2012

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

**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.

***Lassen Community College***

***Digital Graphic Design Entrepreneurship Certificate of Accomplishment***

<i>ART 49a - Work Experience</i>	<i>1 unit</i>
<i>ART 52 - Marketing Yourself as an Artist/Designer</i>	<i>3 units</i>
<i>BUS 75 - Planning and Launching a New Business</i>	<i>1 unit</i>
<i>BUS 77 - Financing the Small Business Venture</i>	<i>1 unit</i>
<i>BUS 78 - The Customer Advantage</i>	<i>1 unit</i>
<i>BUS 79 - Computer Information Systems for Small Business Ventures</i>	<i><u>2 units</u></i>
<i>Total</i>	<i>9 units</i>

Effective: Fall 2013

Approved: 09/18/2012

**5. Discussion**

- 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.*

**Fall 2012**

October 2, 16  
November 6, 20  
December 4

**Spring 2013**

January 15  
February 5, 19  
March 5, 19  
April 2, 16  
May 7

**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.

Approved