



Meeting Minutes
October 16, 2012 - Tuesday
3:00 PM
Child Development Building
Room 119

Meeting was called to Order at 3:02 PM by Chair Cheryl Aschenbach

Members Present

Ms. Cheryl Aschenbach, Chair
Ms. Lisa Gardiner
Mr. Kory Konkol
Mr. Chad Lewis
Ms. Susan G. Mouck, VP Academic Services
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Vice Chair
Mr. Patrick Walton, Associate Dean of Student Services

Members Absent

ASB Representative
Ms. Elizabeth Elam
Mr. Phil Horner
Ms. K.C. Mesloh, Transfer Coordinator
Mr. Garrett Taylor

Guests/Visitors

Mr. Patrick Walton
Ms. Jennifer Bird
Ms. Lori Collier
Mr. Jake Williams
Mr. Eric Neuenfeldt

1. **Gardiner/Somerville MSCU: To approve the agenda.**
2. **Gardiner/Somerville MS with 1 Abstention to approve the minutes of October 2, 2012.**
Information Only: September 18, 2012 Approved Minutes
3. **No Questions on Actions for Curriculum Subcommittee**
 - A. **AT-20 Basic Auto**
Revise textbook to Introduction to Automotive Service, 1st Edition, ISBN:
9780133058611.
Effective: Fall 2013

Approved: 10/16/2012

B. AT-23 Fuel Injection and Carb Systems

Revise textbook to Automotive Fuel and Emission Control System, 3rd Edition, ISBN: 9780132542920.

Effective: Fall 2013

Approved: 10/16/2012

C. AT-24 Engine Electrical

Revise textbook to Automotive Electricity and Electronics, 3rd Edition, ISBN: 9780135124062.

Effective: Fall 2013

Approved: 10/16/2012

D. AT-25 Tune-Up

Revise textbook to Advanced Engine Performance, 5th Edition, ISBN: 9780132540094.

Effective: Fall 2013

Approved: 10/16/2012

E. AT-26 Manual Transmissions and Rear Axles

Revise textbook to Manual Drivetrain and Axles, 6th Edition, ISBN: 9780135123621.

Effective: Fall 2013

Approved: 10/16/2012

F. AT-27 Steering and Suspension

Revise textbook to Automotive Chassis Systems, 5th Edition, ISBN: 9780135085035.

Effective: Fall 2013

Approved: 10/16/2012

G. AT-28 Automotive Brakes

Revise textbook to Automotive Chassis Systems, 5th Edition, ISBN: 9780135085035.

Effective: Fall 2013

Approved: 10/16/2012

H. AT-30 Chassis Electrical

Revise textbook to Automotive Electricity and Electronics, 3rd Edition, ISBN: 9780135124062.

Effective: Fall 2013

Approved: 10/16/2012

I. AT-32 Air Conditioning and Accessories

Revise textbook to Automotive Heating and Air Conditioning, 6th Edition, ISBN: 9780132551533.

Effective: Fall 2013

Approved: 10/16/2012

J. AT-33 Automatic Transmissions

Revise textbook to Automotive Transmissions and Transaxles, 6th Edition, ISBN: 9780132622271.

Effective: Fall 2013

Approved: 10/16/2012

4. Action

- A. Gardiner/Lewis: MSCU - CD 24 – Practicum** Approved changes to the Prerequisites to include: CD-16 Early Childhood Curriculum, CD-20 Principles and Practices of Teaching Children, CD-12 Child, Family and Community, and PSY/CD-31 Child Growth and Development.as a requirement for submission and approval in C-ID.

Effective: Spring 2013

Approved: 10/16/2012

- B. Gardiner/Lewis: MSCU - CD 24 – Practicum** Approved Content Review for CD-16 Early Childhood Curriculum as a prerequisite for CD-24 Practicum as a requirement for submission and approval in C-ID.

Effective: Spring 2013

Approved: 10/16/2012

- C. Gardiner/Lewis: MSCU - CD 24 – Practicum** Approved Content Review for CD-20 Principles and Practices of Teaching Children as a prerequisite for CD-24 Practicum as a requirement for submission and approval in C-ID.

Effective: Spring 2013

Approved: 10/16/2012

- D. Gardiner/Lewis: MSCU - CD 24 - Practicum** Approved Content Review for CD-12 Child, Family and Community as a prerequisite for CD-24 Practicum as a requirement for submission and approval in C-ID.

Effective: Spring 2013

Approved: 10/16/2012

- E. Gardiner/Lewis: MSCU - CD 24 - Practicum** Approved Content Review for PSY/CD-31 Child Growth and Development as a prerequisite for CD-24 Practicum, as a requirement for submission and approval in C-ID.

Effective: Spring 2013

Approved: 10/16/2012

- F. Mouck/Gardiner: MSCU - ENGL-2 – Introduction to Literary Types** Revision made to meet C-ID guidelines. Ms. Somerville had questions about the course being Scheduled: Fall (odd). The offering will be tested to get a sense of student interest and if the course is not filled if offered more frequently then it will be only offered Fall (odd) unless otherwise warranted.

Effective: Fall 2013

Approved: 10/16/2012

5. **Discussion**

A. **ENGL-22 – Creative Writing**

Reactivate course with revisions and Student Learning Outcomes, to be included in new English Transfer Degree proposal. Will be advanced to Action at next meeting.

Effective: Fall 2013

B. **ENGL-22 – Creative Writing**

Approval of Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-22 Creative Writing. Will be advanced to Action at next meeting.

Effective: Fall 2013

C. **ENGL-33 – Studies in Fiction**

Reactivate course with revisions and Student Learning Outcomes, to be included in new English Transfer Degree proposal. This course is not in the Chancellor's inventory so it will have to be submitted as a new course. The appropriate paperwork will be submitted for Action at the next meeting. Will be advanced to Action at next meeting.

Effective: Fall 2013

D. **ENGL-33 – Studies in Fiction**

Approve Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-33 Studies in Fiction. Will be advanced to Action at next meeting.

Effective: Fall 2013

E. **ENGL-3 – British Literature I**

Develop new course to include in new Transfer Degree proposal. Will be advanced to Action at next meeting.

Effective: Fall 2013

F. **ENGL-3 – British Literature I**

Approve Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-3 British Literature I. Will be advanced to Action at next meeting.

Effective: Fall 2013

G. **ENGL-4 – British Literature II**

Develop new course to include in new English Transfer Degree proposal. Will be advanced to Action at next meeting.

Effective: Fall 2013

H. **ENGL-4 – British Literature II**

Approve Content Review of ENGL-1 College Composition as a Prerequisite for ENGL-4 British Literature II. Will be advanced to Action at next meeting.

Effective: Fall 2013

I. **Associate in Arts in English for Transfer**

Develop new Transfer Degree in English. Will be advanced to Action at next meeting.

Effective: Fall 2013

J. FS-79A – Ground Support Unit Leader

Propose new course to meet the national core training needs of the Ground Support Unit Leader. Will be advanced to Action at next meeting.

Effective: Spring 2013

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

November 6, 20

December 4

Spring 2013

January 15

February 5, 19

March 5, 19

April 2, 16

May 7

7. Information

- A.** Report from Northern California Regional Curriculum Meeting - Alison Somerville Ms. Somerville shared information she learned at the North Regional Academic Senate meeting. She said they reviewed where C-ID is at with finalizing descriptors and TMC's. C-ID is entertaining the idea of writing descriptors for high school courses so it creates a smoother transition for students. C-ID is also looking at writing descriptors for activity and CTE courses. It was reiterated that by Fall 2013, 80% (and Fall 2014 100%) of the majors we offer in which there is a TMC needs to be created and finalized.

The presenters addressed the new law that allows colleges to establish prerequisites or corequisites in English, reading, and/or math. The language needs to be addressed in the Matriculation Plan and the Student Equity Plan. The final area that was addressed at the meeting was the issue of repeatability. If we have courses that are "Active Participatory" courses *and* are in the areas of "physical education, performing arts, and visual arts" we must put the courses in families, which we call clusters. The student gets no more than four attempts (which includes W, NC, etc.) in a cluster and this must be discussed in our online catalog. Some committee members said that LCC has been involved in this process for years and will not have much to fix for the Fall 2013 deadline.

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**

A. **CTE (Transitions) Articulation Agreements:** Ms. Collier presented that the Articulation Agreements between Lassen Community College and several high schools were not available. The approval of these will be put forward to Action at the next meeting.

A. **Inventory Discrepancies** – There are discrepancies between the Course Numbers in the Chancellor’s inventory and the local inventory. Ms. Bird questioned whether we could re-use Course Numbers. The circumstance is that the number is inactive in our local inventory but is not in the Chancellor’s inventory. The answer was yes, we are able to use a number that does not show on the Chancellor’s inventory. However, the submission needs to be as a new course being submitted and not a revision/reactivation.

C. **Hybrid Offering Language** – Mr. Lewis asked about the required language needed to revise courses with the Hybrid Delivery Method. Ms. Aschenbach indicated that she had the language and would forward it to him.

9. **Adjournment – Konkol moved to adjourn at 3:28 PM**

10. **Future Agenda**

APPROVED