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Notice of Regularly Scheduled Meeting  
August 18, 2015 - Tuesday  
3:00 PM  
MS 125

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**Call to Order**

**Members:**

Ms. Cheryl Aschenbach, Vice Chair  
Mr. Kory Konkol  
Mr. Chad Lewis  
Mr. Cory McClellan  
Ms. KC Mesloh  
Ms. Susan G. Mouck  
Ms. Fran Oberg  
Ms. Toni Poulsen  
Dr. Terri Armstrong Vice President of Academic Services/AD  
Ms. Alison Somerville, Articulation Officer, Chair  
Ms. Stephney Stuart

**Members Absent:**

ASB Representative  
Buck Bauer  
Ms. Lisa Gardiner

**Guests:**

Natalia McClellan  
Paige Broglio

**Staff:**

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval: (Poulson/McClellan: MSCU)**
2. **Approve Meeting Minutes: May 19, 2015 meeting: (Lewis/Stuart: MSC with Oberg/Mesloh abstaining)**  
Information only: May 5, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
  - A. **CA 31 Computer Applications I & CA 32 Computer Applications II**  
Approved Change in textbook from: Parsons, Oja, et.al., Microsoft Office 2010, First Course, 1st Edition, Cengage Learning, ISBN: 9780538746533  
To: MindTap® Computing, 1 term (6 months) Printed Access Card for Shaffer/Carey/Parsons/Oja/Finnegan/Pinard's New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition, 1st Edition ISBN- 9781305410251  
Business lab computers were updated.

Effective: Fall: 2015

- B. FS 62 Fire Instructor 1B, FS 62A Fire Instructor 1C, FS 76 Firefighter Type 1 (Squad Boss) S-131, FS 75 Fire Behavior (S-290), FS 78 Fellowship to Leadership (L-280), FS 89 Wildland Fire Chainsaws, 98.18 Annual Fire Refresher Training, FS 98.20 Annual Hired Equipment Refresher**

Courses were review for IPR with no recommended changes.

Effective: Fall 2015

#### 4. Action

- A. Approve the Nomination and Election of 2015-2016 Curriculum and Academic Standards Committee Chair**

*Cheryl Aschenbach nominated Alison Somerville K C Mesloh seconded: MSCU*

- B. Approve the Nomination and Election of 2015-2016 Curriculum and Academic Standards Committee Vice Chair**

*K.C Mesloh nominated Cheryl Aschenbach Cory McClellan seconded: MSCU*

- C. Approve the Meeting Schedule for the 2015-2016 Curriculum and Academic Standards Committee meetings. (Poulson/McClellan: MSCU)**

- D. AGR 12 Animal Health and Disease (McClellan/Aschenbach: MSCU)**

Approved assigning AGR 12 to the discipline of Agricultural Production.

Originally assigned to Animal Science which is the TOPS code not the discipline.

Assigning it to Agricultural Production will be consistent with other courses assigned with the TOPS code of Animal Science.

Effective: Fall 2015

- E. AGR 19 Introduction to Soil Science (McClellan/Poulson: MSCU)**

Approved assigning to the discipline of Agricultural Production. Add additional discipline to be consistent with other LCC AGR courses. Add to Methods of Delivery **Lecture and Demonstrations.**

Effective: Fall 2015

- F. AJ 37 Patrol Procedures/Concepts (Mesloh/Poulson: MSCU)**

Approved course for online delivery

Effective: Fall 2015

#### **Online Evaluation**

A variety of methods will be used, such as: writing assignments, reports, online Mid-term and final Examination and synchronous discussions (chat/forum), postings to online website, and email communications.

#### **Online Delivery**

Online written lectures, participation in forum-based discussions. Online exercises/assignments contained on website. Discussion papers, email communications, postings to forums, and web-links will comprise the method of instruction.

*Should there be additional wording in the assignment section? The consensus of the committee was that the Language was sufficient.*

- G. AT 54 Brakes (Poulson/Oberg: MSCU)**  
Approved Course for Hybrid Delivery.  
**Hybrid Evaluation**  
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.  
**Hybrid Delivery:**  
Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.  
Effective: Spring 2016
- H. AT 54 Brakes (Poulson/Oberg: MSCU)**  
Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.  
Pickerill, *Today’s Technician: Automotive Brake Systems, Classroom Manual and Shop Manual*, 6<sup>th</sup> Edition, 2012, Cengage Learning, ISBN: 9781305424517 (Bundle)  
Today’s Technician: Automotive Brake Systems, Classroom and Shop Manual Prepack, 6th Edition by Ken Pickerill  
ISBN- 9781305274815 E-Book with Mindtap Code  
ISBN- 9781305274822 Printed Version with Mindtap Code  
Effective: Spring 2016
- I. AT 56 Steering and Suspension (Poulson/Oberg: MSCU)**  
Approved Course for Hybrid Delivery.  
**Hybrid Evaluation**  
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.  
**Hybrid Delivery:**  
Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.  
Effective: Spring 2016
- J. AT 56 Steering and Suspension(Poulson/Oberg: MSCU)**  
Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.  
Schnubel, *Today’s Technician: Automotive Suspension and Steering Systems, Classroom Manual and Shop Manual*, 6<sup>th</sup> edition, 2014, Cengage Learning, ISBN: 9781305512542  
Today’s Technician: Automotive Suspension & Steering Classroom Manual and Shop Manual, 6th Edition by Mark Schnubel  
ISBN- 9781305275034 E-Book with Mindtap Code

ISBN- 9781305275041 Printed Version with Mindtap Code

Effective: Spring 2016

**K. AT 58 Automotive Heating and Air Conditioning(Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

Effective: Spring 2016

**L. AT 58 Automotive Heating and Air Conditioning(Poulson/Oberg: MSCU)**

Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.

~~Birch & Duvic, *Automotive Heating and Air Conditioning*, 6<sup>th</sup> edition, 2012, Pearson. ISBN: 9780132551533~~

Today’s Technician: Automotive Heating & Air Conditioning Classroom Manual and Shop Manual, 5th Edition by Mark Schnubel ISBN- 9781305275003 E-Book with Mindtap Code ISBN- 9781305275010 Printed Version with Mindtap Code

Effective: Spring 2016

**M. AT 60 Service Writer and Shop Management (Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

Effective: Spring 2016

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

**N. AT 60 Service Writer and Shop Management (Poulson/Oberg: MSCU)**

Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.

~~Andrew Rezin, *Automotive Service Management*, 2<sup>nd</sup> edition, 2013, Prentice Hall, ISBN 9780132725408~~

Service Consultant : Principles of Service Management and Ownership  
By: Garner/Garner ISBN-13: 9781133612353 | ISBN-10: 1133612350

Effective: Spring 2016

**O. AT 66 Manual Transmission and Drivetrain(Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

Effective: Fall 2015

**P. AT 68 Automatic Transmissions (Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

Effective: Fall 2015

**Q. AT 72 Engine Repair and Machine-Short Block (Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

Effective: Spring 2016

**R. AT 72 Engine Repair and Machine-Short Block (Poulson/Oberg: MSCU)**

Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.

~~AUTOMOTIVE ENGINES: DIAGNOSIS REPAIR REBUILDING~~  
~~ISBN: 9781305426801~~

Today's Technician: Automotive Engine Repair & Rebuilding, Classroom Manual and Shop Manual, 5th Edition by Chris Hadfield  
ISBN- 9781305274976 E-Book with Mindtap Code  
ISBN- 9781305274983 Printed Version with Mindtap Code  
Effective: Spring 2016

- S. **AT 74 Engine Repair and Machine-Cylinder Heads (Poulson/Oberg: MSCU)**  
Approved Course for Hybrid Delivery.  
Effective: Spring 2016  
**Hybrid Evaluation**  
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in "Mindtap" online module.  
**Hybrid Delivery:**  
Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher's online resources. Students can utilize online resources in the learning center and the library.
- T. **AT 74 Engine Repair and Machine-Cylinder Heads (Poulson/Oberg: MSCU)**  
Approved change in course description adding: "This course has been approved for Hybrid Delivery" and change in textbook.  
~~AUTOMOTIVE ENGINES: DIAGNOSIS REPAIR REBUILDING, ISBN: 781305426801~~  
Today's Technician: Automotive Engine Repair & Rebuilding, Classroom Manual and Shop Manual, 5th Edition by Chris Hadfield  
ISBN- 9781305274976 E-Book with Mindtap Code  
ISBN- 9781305274983 Printed Version with Mindtap Code  
Effective: Spring 2016
- U. **AT 80 Basic Electrical (Poulson/Oberg: MSCU)**  
Approved Course for Hybrid Delivery.  
**Hybrid Evaluation**  
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in "Mindtap" online module.  
**Hybrid Delivery:**  
Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher's online resources. Students can utilize online resources in the learning center and the library.  
Effective: Spring 2016
- V. **AT 80 Basic Electrical (Poulson/Oberg: MSCU)**  
Approved change in course description adding: "This course has been approved for Hybrid Delivery" and change in textbook.

*“Today’s Technician: Automotive Electricity and Electronics”*, 6<sup>th</sup> edition,  
Hollembek, ISBN: 9781305424531

Today’s Technician: Automotive Electricity and Electronics, Classroom and Shop  
Manual Pack, 6th Edition by Barry Hollembek

ISBN- 9781305274846 E-Book with Mindtap Code

ISBN- 9781305274853 Printed Version with Mindtap Code

Effective: Spring 2016

**W. AT 82 Engine Performance I (Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

Effective: Fall 2015

**X. AT 84 Engine Performance II (Poulson/Oberg: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.

**Hybrid Delivery:**

Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.

Effective: Spring 2016

**Y. AT 84 Engine Performance II**

Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.

Halderman, *Advanced Engine Performance* 5<sup>th</sup> Edition, ISBN:  
9780132540094

Students who want a print copy of the text and access to the online Mindtap will need the following:

Today’s Technician: Automotive Engine Performance, Classroom and Shop  
Manuals, 6th Edition Bundle Book plus MindTap Printed Access Code is  
9781305424524

Students who want an E-book and access to online Mindtap will need the  
following: Engine Performance Printed MindTap Access Code: 9781305274891

Effective: Spring 2016

- Z. AT 88 Vintage Auto Repair (Poulson/Oberg: MSCU)**  
Approved Course for Hybrid Delivery.  
Effective: Spring 2016  
**Hybrid Evaluation**  
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: a variety of lecture, demonstrations and hands-on lab assignments, objective examinations and class participation (2) Online delivery: activities and assignments required in “Mindtap” online module.  
**Hybrid Delivery:**  
Hybrid delivery will include the same lecture and lab hours as traditional delivery. Some assignments and assessments will be completed using textbook publisher’s online resources. Students can utilize online resources in the learning center and the library.
- AA. AT 88 Vintage Auto Repair (Poulson/Oberg: MSCU)**  
Approved change in course description adding: “This course has been approved for Hybrid Delivery” and change in textbook.  
~~Halderman and Deeter, *Introduction to Automotive Service* 1<sup>st</sup> Edition, ISBN 9780133058611~~  
Today’s Technician: Basic Automotive Service and Systems, Classroom Manual and Shop Manual, 5th Edition by Chris Hadfield  
ISBN- 9781305386693 E-book with Mindtap Code  
ISBN- 9781305386709 Printed Version with Mindtap Code  
Effective: Spring 2016
- BB. FS 9 Wildland Firefighter I (McClellan/Oberg: MSCU)**  
Approved inactivate FS 9 Wildland Firefighter I. Course is no longer being taught.  
Effective: Fall 2015
- CC. HO 84 Introduction to Patient Care, HO 85 Diagnostic Testing, HO 88 Phlebotomy (Mesloh/Mouck: MSCU)**  
Approved adding Biology 25 & 26 Human Anatomy and Physiology I & II or HO 54 Basic Structure and Function of the Human Body as a prerequisite.  
Effective: Fall 2015
- DD. HO 88 Phlebotomy(McClellan/Poulson: MSCU)**  
Approved change of TOPS code from 120810-Clinical Medical Assisting to the TOPS code of 120510-Phlebotomy. The course can be taken separately from Clinical Medical Assisting.  
Effective: Spring 2016
- EE. AA/AS General Education Area E Health and Physical Activities (Aschenbach/Mesloh: MSCU)**  
Approved adding PE 15 into the AA/AS general education, area E2 Physical Activities. It has been approved in Area E of CSU GE.  
Effective: Fall 2015



**FF. AA University Studies in Math/Physical Science (Mouck/Aschenbach: MSCU)**

Approved inactivation of degree to be in compliance with SB440, **and to work on modifying an existing degree to meet the student's needs.**

It is assigned to the General Mathematics TOPS code 170200. Because it is assigned to 170200 we are expected to have an AA in Mathematics for Transfer by August 31, 2015. Right now we cannot do this. We have asked for an extension on June 11, 2015 but have not heard back.

Effective: Fall 2015

*A letter was sent to Erin Larson and the chancellor's office on June 11, 2015 with a follow up email on August 11, 2015 asking for an extension with no response. There is no clear consequence for not being in compliance. The students that have declared the degree will have catalog rights and be able to finish this degree. We could modify an existing degree, such as Natural Science, to meet the student's needs. Consensus agreed that we would like to be in compliance with SB440.*

**GG. ART 28 Intro to Web Page Design (McClellan/Oberg: MSCU)**

Approved changing course title to: ART 28 Intro to Web Design

The course title is deceiving to students. The "web" is no longer just about web pages and sites. This course covers more than just creating a web page.

Effective: Spring 2016

**5. Discussion**

**A. Nutrition and Dietetics Associate in Science Degree for Transfer (page 104)**

**Total Units for the Associate in Science Degree: 60 Units**

**Total Core Units: 27-33 Units**

**Required Core Units: 16**

Course No	Course Title	Units
BIOL 20	Microbiology	5.0
CHEM 1A	General Chemistry I	5.0
HLTH 25	Understanding Nutrition	3.0
PSY 1	Introduction to Psychology	3.0

**Select two courses from the following 8-13 units:**

*BIOL 25 &	Human Anatomy and Physiology I	8.0
BIOL 26	Human anatomy and Physiology II	
CHEM 1B	General Chemistry II	5.0
MATH 40	Introduction to Statistics	3.0

**Select one course from the following 3-4 units:**

CHEM 45	Introduction to Chemistry	4.0
MATH 8	Advance Algebra	3.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

\*For this degree on the TMC (Transfer Model Curriculum) BIOL 25 & 26 are considered one course C-ID BIOL 115S

**Student Learning Outcomes**

As a Nutrition and Dietetics major you will:

1. Study the science, health, and psychological effects on nutrition and dietetics.
2. Prepare for transfer to a four-year university leading to the potential of becoming a Registered Dietitian.

*SLO's should not state "transfer to a four-year university" instead "transfer to a California State University". There should be more SLO's. Sue stated that we should look at each course to determine the SLO's. Cheryl and Sue will help Alison to develop them. There was also discussion about List B being confusing, so Sue Kelley will review the template and determine a more clear way to communicate the course options in Lassen's degree format. It was agreed to bring back for action at next meeting.*

## **6. Future Dates**

### **Curriculum/Academic Standards Meeting 2015-2016 Schedule for First and Third Tuesdays at 3:00 PM in MS 125**

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

#### **Fall**

September 1<sup>st</sup> & 15<sup>th</sup>

October 6<sup>th</sup> & 20<sup>th</sup>

November 3<sup>rd</sup> & 17<sup>th</sup>

December 1<sup>st</sup>

#### **Spring**

January 19<sup>th</sup>

February 2<sup>nd</sup>

March 1<sup>st</sup> & 15<sup>th</sup>

April 5<sup>th</sup> & 19<sup>th</sup>

May 3<sup>rd</sup> & 17<sup>th</sup>

## **7. Information**

*AS in Biology for Transfer Degree was approved at the chancellor's office.*

*C-ID will be reviewing 5 AD-T's: Administration of Justice, Early Childhood Education, Geology, Kinesiology, and Studio Arts. They completed the 5 year review for Psychology and Sociology over the summer with *no* major changes to the degrees.*

**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-Sept 2015

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

Work Experience-Sept 2015

Fire Technology- Sept 2015

Gunsmithing-Sept 2015

Welding-Sept 2015

Allied Health/Vocational Nursing-Sept 2015

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

#### **Adjournment (Konkol/Lewis @ 4:42 MSCU)**

#### **Future Agenda**