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Notice of Regularly Scheduled Meeting  
September 1, 2015 - Tuesday  
3:00 PM  
MS 125

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**Call to Order: 3:05 PM**

**Member Present:**

Ms. Cheryl Aschenbach, Vice Chair  
Ms. Lisa Gardiner  
Mr. Kory Konkol  
Mr. Chad Lewis  
Mr. Cory McClellan  
Ms. Susan G. Mouck  
Ms. Fran Oberg  
Ms. Toni Poulsen  
Ms. Alison Somerville, Articulation Officer, Chair

**Member Absent:**

ASB Representative  
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director  
Mr. Buck Bauer  
Ms. KC Mesloh  
Ms. Stephney Stuart

**Guests:**

Josetta Mata

**Staff:**

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Gardiner/Aschenbach: MSCU)**
2. **Approve Meeting Minutes: August 18, 2015 meeting (Gardiner/Oberg: MSCU)**  
Information only: May 19, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
  - A. **HUS 27 Gender Differences and Addictive Behavior**  
Approved change in Textbook.  
Kivel, Paul, "*Men's Work*", 1992, Hazeldon Foundation, ISBN 9780345379399.  
Lerner, Harriet, "*The Dance of Connection*", 2002, Harper Collins, ISBN 9780060956165  
*Brigg, Cynthia & Pepperell, Jennifer; Women, Girls, and addiction: Celebrating the Feminine in Counseling Treatment and Recovery, 1<sup>st</sup> edition, 2009, Routledge, ISBN: 9780415993524*

Effective: Fall 2015

#### 4. Action

##### A. Administrative Medical Assisting COA, Clinical Medical Assisting COA, and Medical Assisting CA (Gardiner/McClellan: MSCU)

Approved removal of HO 120 CPR from certificates. HO 120 is not degree applicable.

Effective: Fall 2015

##### B. Nutrition and Dietetics Associate in Science Degree for Transfer (Aschenbach/Poulsen: MSCU)

Approved Degree with the removal of Math 8.

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

**Total Core Units: 27-28 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 units:**

BIOL 25 &	Human Anatomy and Physiology I	4.0
BIOL 26	Human anatomy and Physiology II	4.0

**OR**

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

#### **Student Learning Outcomes**

As a Nutrition and Dietetics major you will:

1. Analyze and evaluate nutritional information, lifestyle, and special needs to make recommendations for an adequate and balanced diet as well as to make recommendations for dietary improvement.
2. Use the scientific method to develop and conduct laboratory experiments utilizing accepted laboratory practices.
3. Identify, describe, and investigate the influence of environment and culture on the development of individual behavior as it relates to nutrition and dietetics.
4. Display the skills and knowledge necessary to continue study at a California State University in preparation for certification and a career as a registered dietician.

Effective: Fall 2016

*Our Math 8 does not match the previously existing C-ID descriptor. There is a new descriptor but with possible changes in the math department we will refrain from using the course at this time. We will look for a course to possibly replace it. Remove Math 8 to move it forward-to the chancellor's office. This will change the total Core units to 28.*

**C. BUS 34A Microsoft Word, Beginning (Oberg/Lewis: MSCU)**

Approved course for Hybrid Delivery with change in the wording in the delivery method which is in italic below.

Methods of Evaluation

**Hybrid Delivery**

A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

Methods of Delivery

**Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. *Each semester 17 lecture hrs and 34 hrs lab will be taught face-to-face by the instructor and 8.5 lecture hrs and 42.5 hrs lab will be instructed online through the technology platform adopted by the District, currently Moodle.* 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: Fall 2015

*The number of face to face versus online hours needs to be changed-in order to schedule the course in Datatel.*

**D. BUS 34A Microsoft Word, Beginning (McClellan/Konkol: MSCU)**

Approved change in description and textbook change. Business lab computers have been updated.

**Catalog Description**

Basic operations of Microsoft Word. Includes file management, navigation with menus and toolbars, document creation and revision, formatting and layout, tabs, page numbering, multicolumn work, basic find and replace, tables, graphs, and envelopes/labels. In addition, a study of concepts of word processing will provide students with the background necessary to help them adapt to various situations they will encounter when employed. This course has been approved online and hybrid (online/traditional) delivery.

Textbook Change:

~~Misty Vermaat, Microsoft Word 2013: Complete, 1<sup>st</sup> Edition, 2014, Cengage Learning, ISBN 13-9781285167725~~

Zimmerman/Zimmerman/Shaffer/Pinard- MindTap® Computing, 2 terms (12 months) Instant Access for Zimmerman/Zimmerman/Shaffer/Pinard's New Perspectives on Microsoft® Word 2013 Comprehensive Enhanced Edition

ISBN: 9781305871526

Effective: Fall 2015

**E. ENGL 12 Survey of American Literature II (Aschenbach/Gardiner: MSCU)**

Approved change in SLO's, course content, writing assignments, Expected outside assignments, and Representative texts and Supplies.

New SLO's:

- ~~1. After reading a particular selection of American Literature from the post-Civil War era to the present the student will critically analyze and evaluate the work, determining whether it is an example of realism, naturalism, or modern writing, how dialect and tone are used and if the subject matter is unique or common for the period of time in which it was written.~~

From course readings and class discussions, students will be able to identify literary patterns, historical contexts, and/or biographical correlations that are specific to Post-Civil War American literary movements, schools of writing, or authors of note.

- ~~2. Given the assignment to prepare a reading log for work covered during the class, the student will review the work's historical and literary placement, outline the plot and characters, describe the writing style, and provide a personal assessment of the selection in comparison to others studied in the~~

From course readings and class discussions, students will be able to write an extended literary analysis that is conscious of the tones, styles, and forms that are specific to Post-Civil War American literary movements, schools of writing, or authors of note.

Textbook changed from 1<sup>st</sup> edition to 2<sup>nd</sup> edition:

Cain, William; *American Literature vol. II*, 2<sup>nd</sup> edition, 2013, Pearson Education, ISBN: 9780321838636

Effective: Fall 2016

**F. HO 70 Introduction to Medical Assisting I(Poulsen/Gardiner: MSCU)**

Approved adding HO 120 CPR to course as a prerequisite. HO 120 is non-degree applicable need to remove them from Medical Assisting Certificates.

Effective: Spring 2016

*Thirteen students have already enrolled without the prerequisite of HO 120. Since HO 120 has already been offered this semester so the change will be effective Spring 2016.*

**5. Discussion**

*Revisit zero unit classes on course by course bases to determine if repeatability limits should be changed. Need to re-read the resolution agreement and create a list of courses to be considered.*

**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 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**

**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 (McClellan/Konkol: MSCU)**

**Future Agenda**