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

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**Call to Order @ 3:01 pm**

**Members 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. Alison Somerville, Articulation Officer, Chair

**Members Absent:**

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

**Guests:**

Ms. Kittie Edson  
Ms. Natalia McClellan

**Staff:**

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Aschenbach/Gardiner with removal of action items C&D and discussion items A,B, & C Oberg abstained: MSC u)**
2. **Approve Meeting Minutes: October 20, 2015 meeting (McClellan/Aschenbach with change of Math 7 to Math 103 in discussion, Oberg abstained: MSC)**  
Information only: October 6, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
  - A. **FS 3 Fundamentals of Fire Prevention**  
Approved change in textbook to newer edition.  
Diamantes, David, *Principles of Fire Prevention*, 2<sup>nd</sup> 3<sup>rd</sup> edition, 2010, Cengage Delmar, ISBN# 13:978-1439057483 9781284041866  
Effective: Spring 2016

**B. EMT 60 Emergency Medical Technician**

Approved change in textbook.

Mistovich and Karren, *Brady Prehospital Emergency Care, 10<sup>th</sup> edition with Access Card*. The Access Card for “MyBradyLab”, ISBN: 9780134045061

<http://www.bradybooks.com/store>

AAOS Staff, *Emergency Care and Transportation of the Sick and Injured with online access*, 10<sup>th</sup> edition, 2013, Jones & Bartlett Learning, ISBN 9781284032826

AAOS Staff, *Emergency Care and Transportation of the Sick and Injured Student Workbook*, 10<sup>th</sup> edition, 2013, Jones & Bartlett Learning, ISBN 9781284045093

Effective: Spring 2016

**4. Action**

**A. AJ 71 CDCR Off-Post Training for Custody Staff (McClellan/Oberg: MSCU)**

Approve change in course content.

Effective: Spring 2016

*This course was originally approved 3/25/2014. Dr. Armstrong met with High Desert personnel and they would like to go forward with this class. The content needed to be updated with current information.*

**B. BUS 34B Microsoft Office Word, Advanced (Aschenbach/Gardiner: MSCU)**

Approve change in Catalog Description, addition to Method of Delivery and Method of Evaluation, and update Representative Text to reflect need for hybrid delivery of course and maintain currency of text.

**Catalog Description**

Provides concentrated training in advanced operations of Microsoft Word, including automated form letters, advanced find/replace, sorting, advanced formatting with styles and templates, repetitive typing shortcuts, footnotes, shared documents, indexes, online forms, basic macros, and hyperlinks. 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 for online and hybrid (online/traditional) delivery.

**Hybrid Evaluation**

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.

**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. 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.

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: Spring 2016

*This course mirrors the changes already made in BUS 34A.*

**E. FS 157 Seasonal Firefighter Preparation (Aschenbach/McClellan with removing repeatable once a year: MSCU)**

Approved new noncredit course FS 157 Seasonal Firefighter Preparation.

0.0 units - 48 hours

**Catalog Description**

Review and practice in the use of tools of wildland fire suppression to construct line, operate safely, and mop up. Experience in the cooperative working relationship of a wildland fire suppression crew. Subject coverage includes responsibility as a fire crewperson, safe working habits, map and compass, using and maintaining hand tools or firepumps, pumping operations and safety, air operations and safety, tractor operations and safety, wildland fire tactics, structural fire tactics, mop-up activities, fireline location and construction and radio use. Activities will also prepare students to pass the Capacity Test which must be passed yearly to work on a fireline.

Effective: Spring 2016 with approval from the Chancellor's Office.

**F. FS 157 Seasonal Firefighter Preparation (Achenbach/McClellan: MSCU)**

Approved assigning the course FS 157 Seasonal Firefighter Preparation to the discipline of Fire Technology.

Effective: Spring 2016

**5. Discussion**

**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**

November 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  
Fine Arts/Humanities-Sept 2016  
Administration of Justice-Sept 2016  
Automotive Technology-Sept 2016  
Agriculture-Sept 2016  
Business-Sept 2016  
Child Development-Sept 2016  
Digital Graphic Design-Sept 2016

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

*Bobbie Theesfeld dropped off a catalog that she was developing for inmate correspondence students for the committee to review. The consensus was:*

- 1. We like the idea of providing the incarcerated population a catalog and to exclude the parts that do not pertain to them*
- 2. We would suggest using the same format as the general catalog for uniformity*
- 3. It would be nice for the students to include the General Studies Social Science degree (using the catalog format) and maybe the Certificate of Accomplishment in Entrepreneurship for the face to face students*
- 4. Sue Kelly has been given the task of completing our general catalog and she should probably do this catalog as well to avoid any union issues*
- 5. We suggest using the course descriptions rather course outlines*
- 6. We may not need to include a sample ed plan if we are going to include the degree catalog language. However, if we decide we want to include one we may want to discuss using the new Student Planning ed plan.*

*Kory Konkol brought up an issue with WT 31 GTAW for Gunsmiths & WT 32 Advanced GTAW for Gunsmiths. These courses are designed for the students in the gunsmithing program and a non-gunsmithing student would like to take WT 32 in spring semester but did not take WT 31 this fall. WT 31 is listed as recommended prep or concurrent enrollment. When a student is in the gunsmithing program they would take WT 31 first. Kory is going to add the prerequisite of WT 31 to WT 32. This will take care of future students. It was also discussed that we should put something in the catalog stating what courses are limited to gunsmithing students.*

*Dr. Armstrong, Cheryl and Alison will be attending the Curriculum Regional meeting at Solano College next week.*

**Adjournment @ 3:25 pm (Lewis/Konkol: MSCU)**

**Future Agenda**