



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
November 15, 2016 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:00

Members:

Ms. Cheryl Aschenbach, Vice Chair
Ms. Roxanna Haynes
Mr. Jake Hibbitts, ASB Representative
Mr. Chad Lewis
Ms. Joretta Mata
Mr. Cory McClellan
Ms. KC Mesloh
Ms. Susan G. Mouck
Ms. Christi Myers
Ms. Fran Oberg
Ms. Toni Poulsen
Mr. Orlando Shannon
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director
Ms. Alison Somerville, Articulation Officer, Chair

Members Absent:

Mr. Buck Bauer
Ms. Susan Kelley -CSEA Alternate

Guests:

Mr. Omar Alshykhly
Mr. Chad Lawson
Ms. Karissa Morehouse

1. **Agenda Approval**
(Poulsen/McClellan: MSCU)
2. **Approve Meeting Minutes: November 1, 2016 meeting (Aschenbach/Mata: MSCU)**
Information only: October 18, 2016 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **FS23, FS26, FS52, FS55, S56, FS57, FS60A, FS69, FS70, FS70A, FS70B, FS72, FS72A, FS74, FS77, FS82, FS83, FS84, FS85, FS86, FS87, FS90, FS98.18**
Reviewed for IPR with no recommended changes.

4. Action

A. **AJ 16 Supervision in Law Enforcement (Mesloh/Mata: MSCU)**

Approved new course 3 units 51 hours lecture

Catalog Description

This course will focus on the skills and knowledge of supervision as applied in law enforcement. The course surveys the practical, theoretical and experiential aspects of the job. The course spans topics from the supervisor's role and leadership and command presence to productivity and performance measurement. Emphasis is placed on both individual and organizational development. This course has been approved for online delivery.

Textbook

Iannone, Nathan F., *Supervision of Police Personnel*, 8th Edition, Pearson Publishing, 2014, ISBN: 9780132973823

Effective: Spring 2017 Pending Chancellor's Office approval

Notes for next agenda: Add this class to certificates as required elective. Assign discipline.

B. **AJ 16 Supervision in Law Enforcement (McClellan/Lewis: MSCU)**

Approved course for online delivery.

Online Evaluation

A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

Online Delivery

Delivery includes the following: online written lectures, forum-based discussions, exercises/assignments contained on website, adding extra resources and other media sources as appropriate.

Effective: Spring 2017 Pending Chancellor's Office approval

C. **BUS 84 Business Mathematics (Aschenbach/Mesloh: MSCU)**

Approved reactivation of course with additional detail in outline content and update textbook. MATH 102 recommended preparation or equivalent assessment placing. 3 units 51 lecture hours

Catalog Description

Mathematics used in business transactions, interest, discount, mark-up, depreciation, payroll, taxes, and other business computations. ~~This course has been approved for correspondence delivery.~~

Effective: Fall 2017

Strike all references to correspondence delivery. Comment made that when reactivating courses, alternate delivery methods should be reviewed and approved separately, if appropriate. Will this class be listed as an equivalent for Math 60? No. It was also clarified that MATH 102 is recommended prep Note for next agenda: Assign discipline.

D. FS 53 Incident Command System (ICS 100) (Mesloh/Poulsen Table: MSCU)

Approve new course. 0.5 units 8 lecture hours

Catalog Description

Introduction to the Incident Command System for Healthcare/Hospitals, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with healthcare/hospital examples and exercises.

Effective: Spring 2017 Pending Chancellor's approval

Concerns about conflicting information and numbering. Lawson stated that FEMA and NWCG require specific language be in the course outline in order for LCC courses to be FEMA and NWCG certified. For example, "Healthcare/Hospitals" can apply to nursing and hospitals, but FEMA and NWCG also use the term for ICS and how first responders deal with mass casualties like the Reno Air Races. We will revisit the course objectives and define them to meet Curriculum and agency standards. Lawson stated this language was straight from National Wildland Fire. He will check with NWCG to see if it can be omitted. Mouck recommended that Lawson meet with Somerville and Aschenbach to work on editing.

E. FS 54 National Incident Management Systems (NIMS 700A) (Mesloh/Poulsen Table: MSCU)

Approve new course. 0.5 units 8 hours lecture

Catalog Description

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Effective: Spring 2017 Pending Chancellor's approval

It was recommended that Lawson work with Somerville and Aschenbach to edit the courses E through H. A concern is that there are no writing assignments for these lecture classes. In the future, Course Proposal forms should be updated to reflect the cost of the adjunct instructor. The schedule for offering the class should list just the minimum (i.e. every Spring). Classes can be offered more often if there is a need. In FS-80, the course description should state that the certification fee is due at registration. "Stand Alone" has a different meaning for FEMA than it does at the Chancellor's Office. Since these classes are part of a certificate, they are not stand alone for our purposes. Note to Kelley: Uncheck the Stand Alone box on the forms. For next agenda: Assign discipline to D through H and add as required electives. Aschenbach commended Lawson for his 1st attempt at writing curriculum. She also reminded the committee of the importance of reviewing new courses. It is our job to get it right. Myers suggested a good Flex workshop would be how to write new curriculum.

F. FS 58 Introduction to Wildland Fire Behavior (S-190) (Mesloh/Poulsen Table: MSCU)

Approve new course. 0.5 units 8 hours lecture

Catalog Description

This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Firefighter Training, S-130. It is designed to meet the fire behavior training needs of a firefighter type 2 (FFT2) on an incident as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position.

Effective: Spring 2017 Pending Chancellor's approval

G. FS 59 Confined Space Awareness (Mesloh/Poulsen Table: MSCU)

Approve new course. 0.5 units 8 hours lecture

Catalog Description

Introduce fire service personnel to the codes that impact operations within confined spaces. Introduce fire service personnel to the hazards of confined spaces. Introduce fire service personnel to the equipment and procedures required to deal with a confined space rescue safely and legally. Introduce fire service personnel to the basic operational positions, and their responsibilities as set forth by CAL-OSHA. A \$20.00 certificate fee is applied.

Effective: Spring 2017 Pending Chancellor's approval

H. FS 80 Firefighter Survival (Mesloh/Poulsen Table: MSCU)

Approve new course. 1.0 unit 16 hours lecture

Catalog Description

This course will supply the student with a greater understanding of the need for situational awareness, firefighter survival skills, and the technical survival skills to help you avoid committing fatal errors on the fireground. Avoiding situations that could cause you to become lost, trapped, or injured is the best way to prevent tragedies at a fire scene. The Fire Fighter Survival course will aid in preventing fire fighter emergencies by teaching personnel to be resourceful when facing dangerous entrapment situations. There is a state certification fee of \$20.00.

Effective: Spring 2017 Pending Chancellor's approval

I. HO 72 Medical Assisting: Clinical (Aschenbach/Lewis: MSCU)

Approved course for hybrid delivery

Hybrid Evaluation

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes, essay forum postings, chat rooms and email communications.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. 34 hours of class time will be dedicated to lecture and will be taught face-to-face by the instructor and the other 34 hours will be

instructed online through the technology platform adopted by the District, ~~currently Canvas~~. 102 hours will be dedicated to Lab with 34 hours taught face-to-face in the clinical skills lab, 34 hours consisting of a community Clinical Rotation and 34 hours of online clinical skill competencies through the technology platform adopted by the District, ~~currently Canvas~~. Traditional class instruction will consist of, examinations, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, exams, online lectures, and computerized clinical skill competencies.
Delete all instances of “currently Canvas”.

- J. Office Administrative Assistant (Aschenbach/Mesloh Table: MSCU)**
 Approve change in title to Administrative Office Technician, adding and deleting courses.

Certificate of Achievement ~~Office-Administrative~~ Office Technician Assistant

Total Units for the Certificate of Achievement: 24 18.5 Units

Course No	Course Title	Units			
BUS 18	Records Management	3.0	GA 31	Computer Applications I	2.0
BUS 19	Office Procedures	3.0	CA 32	Computer Applications II	2.0
BUS 27	Business Communication	3.0	CA 52	Word Processing Applications for	
BUS 49	Business Work Experience	3.0		Business	3.0
BUS 78	The Customer Advantage	1.0	CA 60	Email and Calendar Applications for	
BUS 84	Business Math	3.0		Business	1.5
BUS 34A	Microsoft Word Beginning	3.0	COT 52	Keyboarding, Level 2	1.0
BUS 34B	Microsoft Word Advanced	3.0	COT 59	Business Machines: 10-Key	4.0

Effective: Fall 2017

Should Excel be included in this certificate? Waiting for a response from Garrett Taylor. [Sue Kelley stated that Taylor wanted to get input from his Advisory Committee on November 28th before making any changes.]

5. Discussion

A. FS 81 Wildland Fire Fighter Safety and Survival

Discuss new course

Catalog Description

Per 4000 Policy, this course is developed to meet the requirements for the Fire Protection Training Guide, (Firefighter I) and to reduce firefighter fatalities and near miss incidents. The Wildland Firefighter Safety and Survival course consists of three levels, each with its own target audience, level of delivery, objectives, and focus. Each fatality or near miss incident reviewed will be analyzed according to the focus questions described for the appropriate level.

Be clear who “4000 policy” is it is. Recommended Lawson work with Somerville and Aschenbach to edit.

B. Certificate of Accomplishment Fire Technology

Discuss new COA

Required Core Courses: 9.5 units

Course #	Course Title	Units
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EMT 21	Emergency Medical Responder	2.5
FS 20	First Aid CPR for Public Employees	0.5
FS 53	Introduction to Incident Command System	0.5
FS 54	National Incident Management System	0.5
FS 58	Introduction to Wildland Fire Behavior	0.5
FS 59	Confined Space Awareness	0.5
FS 60	CAL-FIRE Basic Training	3.0
FS 80	Firefighter Survival Structure	1.0
FS 81	Wildland Firefighter Safety & Survival	0.5

Student Learning Outcomes:

Upon completion of the Certificate of Accomplishment in Fire Technology the student will be able to:

1. Demonstrate an understanding of fire behavior.
2. Identify Command staff and how they fit into ICS structure.
3. Recognize critical structural fire ground factors.
4. Be able to perform CPR.

Change #4 to just "Perform CPR". One of the outcomes should state that students will be prepared to gain CalFire certification.

C. FS 90 I-suite Incident Based Automation (page 81)

Discuss new course. 1.5 units 24 hours lecture.

Catalog Description

I-suite is a data entry system used on wildland fire incidents. This course will teach students how to use the I-suite computer system. How to enter data online and interface with other data systems on a wildland fire incident.

D. CHEM 55 Introductory Chemistry (page 87)

Discuss new course. 4.0 units 51 hours lecture/51 hours lab

Recommended prep: 1 year of high school algebra

Catalog Description

This course is for student with a deficiency in high school chemistry, have not had chemistry before, or need to refresh their chemistry background to be qualify for CHEM 1A and CHEM 45. Both the philosophy and practice of laboratory chemistry are pursued. The approach to many topics in quantitative and the topic chosen are those that are bothersome to students in more advanced courses.

McClellan to work with Alshykhly to edit catalog description. Assuming Chem 55 is approved, revisions to Chem 45 and Chem 1A would need to be made. Recommended to revise all and submit at the same time rather than waiting for Chem 55 to be approved before doing anything else. Look at Chem 45 recommended prep/prerequisites, check CID alignment, etc. Recommended that Alshykhly work with Somerville to edit. The comment was made that some schools do Chemistry placement tests and this might be something LCC could look in to. Consider adding this course to terminal GE area A

6. Future Dates

Curriculum/Academic Standards Meeting 2016-2017 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)

Note: Additional meetings may be scheduled as needed.

Fall
Dec 6th

Spring
Jan 17th & 31st
Feb 21st
March 7th & 21st
April 4th & 18th
May 2nd & 16th

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
Agriculture-Sept 2016
Automotive Technology-Sept 2016
Business-Sept 2016
Child Development-Sept 2016
Digital Graphic Design-Sept 2016
Fine Arts- Sept 2016
Humanities-Sept 2016

Any Person Having Business Not on the Agenda

The new Associate Dean of Student Success and Equity, Karissa Morehouse was introduced.

Adjournment (McClellan) @ 4:00 PM

Aschenbach has reviewed the rules and found that Adjournment only needs a motion. No second or vote is required.

Future Agenda