



Notice of Regularly Scheduled Meeting
September 18, 2018 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:00 pm

Members Present:

Mr. Christopher Baker, Vice Chair
Mr. Tom Downing
Ms. Susan Kelley-CSEA Alternate
Mr. Chad Lewis, Chair
Ms. KC Mesloh
Ms. Fran Oberg
Mr. Mark Sabo
Mr. Orlando Shannon
Ms. Alison Somerville, Articulation Officer
Dr. Gregory South, Vice President of Academic Services

Members Present:

ASB Representative
Ms. Cheryl Aschenbach
Ms. Roxanna Haynes
Ms. Shawn Hubbard
Mr. Kory Konkol

Guests:

Dr. Randy Joslin
Mr. Andy Rupley
Mr. Patrick Walton

1. **Agenda Approval (Downing/Somerville: MSCU)**
2. **Approve Meeting Minutes: September 4, 2018 meeting (Shannon/Baker: MSCU)**
Information only: May 15, 2018 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
4. **Action**
 - A. **Small Business Management Certification of Achievement (Downing/Sabo: MSCU)**
Approve new certificate of Achievement in Small Business Management
Total Units for Certificate of Achievement: 15 units

Course#	Course Title	Units
BUS 2	Introduction to Business	3.0
BUS 10	Human Resource Management	3.0
BUS 22	Business Law	3.0
BUS 25	Small Business Management	3.0
BUS 27	Business Communications	3.0

Student Learning Outcomes

Upon completion of Certificate of Achievement in Small Business Management Student will be able to:

1. Demonstrate an understanding of contemporary business principles, practices and organizational structures.
2. Write, proofread and revise common business communications.
3. Define common business terms, ideas, phrases and integrity as it applies to business stakeholders.
4. Demonstrate a basic understanding of the legal framework that surrounds contemporary U.S. business.
5. Identify human resource issues and their economic costs and benefits.

Effective: After chancellor's office approval/2019-2020 catalog

Received all the information committee requested. The certificate is design to transition into the BUS AS-T degree. The only course with a prerequisite is BUS 27 (ENGL 1) If the students should choose to go into a different program of study they would be able to use these courses as electives. This certificate is designed for all students' not just incarcerated students. All courses are approved and could be offered in online delivery modality. Feather River, Butte and College of the Siskiyou have similar certificates. EDD occupational projections for our region shows students earning this certificate will be at an advantage. The LCC Alumni Employer Survey shows student satisfaction of completion.

5. Discussion

A. Repeatability on CG 155 Study Strategies Lab

This course is now limited to 2 enrollments. How the course is written now "This lab course is designed to provide students with general study skill" and a student should be able to get general skills in 2 semesters. Rewriting the course to be more specific and adding an SLO for each enrollment will show improvement in each enrollment. All athletes are required to take this course if they wish to play in the games so it needs to be changed to 4 enrollments. That would also generate more FTEs. Athletes are taking it now without being enrolled. In the past there was no instruction given to the students. The committee believes this course will be valuable if it is taught as it is rewritten to all students and it is Academic Services responsibility to make sure it is taught correctly. Who is teaching this course now? The assistant coaches who are minimally qualified in Basic Skills, Interdisciplinary Noncredit.

6. Future Dates

Curriculum/Academic Standards Meeting 2018-2019 Schedule for First and Third Tuesdays at 3:00 PM in HU 102 (TECC)

Note: Additional meetings may be scheduled as needed.

Fall

Spring

October 2nd & 16th
November 6th & 20th
December 4th

January 29th
February 19th
March 5th & 19th
April 2nd
May 7th

Information

AB705 is required to be implemented by Fall 2019. The students need to be at transfer level in math and English by one year. We can only have one course below transfer level. The student will not take assessment tests for placement anymore. Placement will be by the student's high school transcripts and where the fill they should be. The senate is going to do a seminar on this. Other colleges are already doing this and are successful

Reminder: The following instructional programs are due. Curriculum Review (course outlines) should be done early in the process.

Instructional Program Reviews Due

Administration of Justice Sept 2018
Agriculture – Sept 2014, 2016, 2018
Allied Health – Sept 2017
Automotive Technology Sept 2018
Basic Skills – Sept 2017
Business Sept 2018
Child Development-Sept 2016, 2018
Human Services-Sept 2015, 2017
Humanities-Sept 2016
Gunsmithing – Sept 2017
Physical Education – Sept 2018
Welding – Sept 2017

Any Person Having Business Not on the Agenda

Dr. Joslin said that in doing the data for the Business IPR it showed the Top Code with different names for the Administrative Office Technician and thought need to change the degree title. Kelley pointed out that the Top Code number remained the same the name was change in the 6th edition of the Taxonomy of Programs (2013) from Secretary/Administrative Assistant to Office Technology/Office Computer Applications so no action is needed. The name of the degree does not have to be the same as the TOP Code name.

Adjournment (Baker/Sabo) @ 3:52

Future Agenda

*Adding Art 21 to Studio Arts degree
Revisit courses not offered for more than 5 years*