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Notice of Regularly Scheduled Meeting  
November 20 - Tuesday  
3:00 PM  
HU 102 (TECC)

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**Call to Order @ 3:07pm**

**Members Present:**

Ms. Cheryl Aschenbach  
Mr. Tom Downing  
Ms. Roxanna Haynes  
Mr. Kory Konkol  
Ms. Susan Kelley-CSEA Alternate  
Mr. Chad Lewis, Chair  
Ms. Fran Oberg  
Mr. Mark Sabo

**Members Absent:**

ASB Representative  
Mr. Christopher Baker, Vice Chair  
Ms. Shawn Hubbard  
Mr. Kory Konkol  
Ms. KC Mesloh  
Mr. Orlando Shannon  
Ms. Alison Somerville, Articulation Officer  
Dr. Gregory South, Vice President of Academic Services

**Guest:**

Dr Randall Joslin

1. **Agenda Approval (Aschenbach/Downing: MSCU)**
2. **Approve Meeting Minutes: October 16, 2018 meeting (Sabo/Oberg: MSCU)**  
Information only: October 2, 2018 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
  - A. **BIOL 1, BIOL 4, CHEM 1A, CHEM 45, MATH 7, MATH 8, MATH 40**  
Approved updating the prerequisites/language for GE submissions on November 15<sup>th</sup>.  
“MATH 60 Intermediate Algebra or equivalent multiple measures placement”  
Effective: Fall 2019
  - B. **ENGL 1 College Composition**  
Approved updating the prerequisites/language for GE submissions on November 15<sup>th</sup>.  
“ENGL 105 Introduction to College Reading, Writing and Critical Thinking or  
equivalent multiple measures placement”

Effective: Fall 2019

**C. MATH 60 Intermediate Algebra**

Approved removal of prerequisite for GE submissions on November 15<sup>th</sup>.

Effective: Fall 2019

**D. PHYS 2A General Physics I**

Approved updating the prerequisites/language for GE submissions on November 15<sup>th</sup>.

“Math 60 Intermediate Algebra or equivalent multiple measures placement and concurrent enrollment in MATH 7 Trigonometry OR **Successful completion of Math 7 Trigonometry**”

Effective: Fall 2019

**E. FS 61 Basic Firefighter Training (Basic 32)**

Approved change in course description. Removal of 2 certificates.

**Catalog Description**

This course provides basic training in wildland fire suppression and crew person subject coverage includes wildland fire behavior, skills of wildland fire suppression, practice with common fireline hand tools, and working safely in wildland fire environment. [Meets U.S. Forest Service and Bureau of Land Management requirements for Firefighter Type 2: S-110, I-100, L-180, S-130 and S-190.] Certificates will be awarded at the completion of course.

Effective: Fall 2018

**F. PSY 5 Introduction to Research Methods**

Approved change in textbook with access code.

Smith, R.A. & Davis, S., *The Psychologist as Detective: An Introduction to Conducting Research in Psychology* w **access code**, 6<sup>th</sup> edition, 2015, Prentice Hall Inc. ISBN-10: 0205861792, ISBN-13: 978-0205861798 **9780134003443**

Effective: Spring 2019

**4. Action**

**A. AJ 9 Introduction to Correctional Science (Kelley/Aschenbach: MSCU)**

Approved course for online delivery.

**Online Evaluation**

Same as face-to-face instruction including a variety of evaluation methods such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

**Online Delivery**

Online instruction will be utilized. 51 hours will be instructed online through the technology platform adopted by the District. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, exams and online lectures. Adding extra resources and other media sources as appropriate.

Effective: Fall 2019

**B. AJ 9 Introduction to Correctional Science (Kelley/Aschenbach: MSCU)**

Approved course for hybrid delivery.

**Hybrid Evaluation**

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

**Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. Each semester 34 lecture hours will be taught face-to face by the instructor and 17 lecture hours 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 exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2019

**C. AJ 9 Introduction to Correctional Science (Kelley/Aschenbach: MSCU)**

Approved change in course description, content, assignments, and change in textbook edition.

Todd R. Clear, George F. Cole, Michael D. Reisig, & Carolyn Petrosino, *American Corrections in Brief*, 2<sup>nd</sup> 3<sup>rd</sup> edition, 20157, Cengage Learning, ISBN# 43-9781285458427 9781305633735

Effective: Fall 2019

**D. AJ 14 Juvenile Procedures (Kelley/Aschenbach: MSCU)**

Approved course for online delivery.

**Online Evaluation**

Same as face-to-face instruction including a variety of evaluation methods such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

**Online Delivery**

Online instruction will be utilized. 51 hours will be instructed online through the technology platform adopted by the District. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, exams and online lectures. Adding extra resources and other media sources as appropriate.

Effective: Fall 2019

**E. AJ 14 Juvenile Procedures (Kelley/Aschenbach: MSCU)**

Approved course for hybrid delivery.

**Hybrid Evaluation**

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for

participation and to maintain effective communication between instructor and students.

### **Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. Each semester 34 lecture hours will be taught face-to face by the instructor and 17 lecture hours 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 exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2019

#### **F. AJ 14 Juvenile Procedures (Kelley/Aschenbach: MSCU)**

Approved change in course description, objectives, content, assignments, and change in textbook. Old textbook no longer in publication, re-aligned course content for clarity, added multi-modal for better access. Course content concurs with C-ID guidelines.

Hess, Orthmann, & Wright, *Juvenile Justice*, 6<sup>th</sup> edition, 2013, Wadsworth, ISBN: 9781133049623

Siegel & Welsh, *Juvenile Delinquency: Theory, Practice, and Law*, 13th Edition, 2018, Cengage Learning, ISBN: 978-1-337-09183-1

Effective: Fall 2019

*With many changes in the content the course will be resubmitted to C-ID for articulation purposes*

#### **G. FS 49 Fire Science Work Experience (Aschenbach/Downing: MSCU)**

Approved adding correspondence as a mode of instruction, allows for program orientation settings other than campus. Will accommodate students who have no computer to accommodate program orientations off campus.

Effective: Spring 2019

*Lisa Gardiner explained in an email the changes are for the orientation only.*

*Revision would allow:*

*Face to Face orientation anywhere (not restricted to campus.)*

*Work Based Learning to include work site visits by the instructor*

*Online “Expanded Orientation” or correspondence “Expanded Orientation” – content to include the same text, quizzes and writing assignments whether delivered online or via correspondence.*

*The term “Expanded Orientation” was utilized for this portion of content in attempts to illustrate that this content, while a component of the course, is only a portion of the student’s learning experience. The primary student learning for Work Experience students is focused on application/utilization of skills in the students’ work based learning setting.*

## **5. Discussion**

### **A. From Codi Mortell:**

I’m working on collecting evidence for Standard I, specifically I.C.2 & I.C.5. Both of these sub-standards look at our Catalog. I’m noticing a concern/gap...

There isn't a policy stated in our Curriculum Handbook for the following items:

- How the Catalog is published (what our process is, should we have an official Catalog team)?
- How it's reviewed (who looks at the courses and programs)?
- Who should be reviewing it (i.e. stakeholders)?
- What our process is for dissemination?
- An official addendum that's maintained throughout the year and available on our website.

In regards to College Policies & Procedures that must be printed in our Catalog:

- What our process is for reviewing policies & procedures (BPs/APs) that are listed in the Catalog before it's published?

*We need to develop an AP/BP on how the catalog is published before the accreditation visit in 2020. Cheryl is going to look at other colleges policies.*

**B. Cheryl guided pathways**

*During the guided pathways retreat the presenters handed out a Meta-Major matrix with four groups. The group felt that the college did not have much input in that matrix.*

*Cheryl would like the committee to look at our degrees to see how we feel they overlap and should be presented. What should their names be? Should there be more groups?*

**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**

December 4<sup>th</sup>

**Spring**

January 29<sup>th</sup>

February 19<sup>th</sup>

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

April 2<sup>nd</sup>

May 7<sup>th</sup>

**Information**

**Community Service**

Jewelry

Basic jewelry making using basic tools and raw materials.

Cost per student: \$70.00

02/04/2019 to 05/20/2019

Monday & Wednesday 5:00pm to 9:00pm

Room CA-102

*There will be an IPR orientation on December 3<sup>rd</sup> details to follow.*

**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, 2019  
Automotive Technology Sept 2018  
Basic Skills – Sept 2017  
Business Sept- 2018  
Child Development-Sept 2016, 2018  
History/Social Science/Sociology/Psychology/Anthropology 2019  
Human Services-Sept 2015, 2017, 2019  
Fire Technology -2019  
Gunsmithing – Sept 2017, 2019  
Physical Education – Sept 2018  
Welding – Sept 2017, 2019  
Work Experience -2019

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

**Adjournment @ 3:30pm (Downing/Oberg)**

**Future Agenda**

*Adding Art 21 to Studio Arts degree*

*Revisit courses not offered for more than 5 years*

APPROVED