

Lassen Community College
Curriculum & Academic Standards Committee



August 30, September 6, September 20, October 4, October 18,

November 1, November 15, and December 6, 2016, Actions:

Approved by Academic Senate: 12/13/2016

Approved by the LCC Governing Board: 01/24/2017

January 31, February 21, March 7, March 21,

April 4, April 18, May 2, May 16 and May 23, 2017 Actions:

Approved by Academic Senate: 05/23/2017

Approved by the LCC Governing Board: 06/13/2017

2016-2017 Action Log

2016-2017 Members

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Jacob Hibbitts-ASB Representative

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Credit Course Revisions/Inactivations/New Courses

Administration of Justice

AJ 10 Criminology

Approved change in textbook

~~Piers Beirne and James Messerschmidt, *Criminology*, 5th edition, 2011, Oxford University Press, ISBN: 9780195394764.~~

Frank Hagen; Introduction to Criminology: Theories, Method and Criminal Behavior, 9th edition, Sage Publishing, ISBN#978-1-4833-8917-2.

Effective: Spring 2017

Approved: 10/18/2016

Board Approved: 01/24/2017

AJ 10 Criminology

Approved adding bundle (book and access code) for online courses.

Frank Hagen; *Introduction to Criminology: Theories, Method and Criminal Behavior, 9th edition, Sage Publishing, ISBN#978-1-4833-8917-2. Bundle for online delivery access code and paperback text ISBN: 978-1-5063-4451-5*

Effective: Spring 2017

Approved: 11/01/2016

Board Approved: 01/24/2017

AJ 10 Criminology

Approved adding 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

Approved: 10/11/2016

Board Approved: 01/24/2017

AJ 16 Supervision in Law Enforcement

Approved new course 3 units 51 hours lecture

Catalog Description

This course will focus on the skills and knowledge of supervision as applied in a 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

Approved: 11/15/2016

Board Approved: 01/24/2017

Chancellor's Office Approval: 12/30/2017

AJ 16 Supervision in Law Enforcement

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

Approved: 11/15/2016

Board Approved: 01/24/2017

AJ 16 Supervision in Law Enforcement

Approved assigning discipline of Administration of Justice

Effective: Spring 2017 Pending Chancellor's Office approval

Approved: 12/06/2016

Board Approved: 01/24/2017

Agriculture

AGR 4 Agricultural Sales and Communication

Approved new course develop for the new proposed AS degree Entrepreneurship in Food Science

3.0 units 34 hours lecture 51 hours lab

Catalog Description

The study of principles and practices of the selling process: Selling strategies and approaches, why and how people buy, prospecting, territory management and customer service. Self-management, communication, and interpersonal skills necessary in developing leadership qualities and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day to day basis.

Effective: Spring 2018 pending Chancellor's office approval

Approved: 10/18/2016

Board Approved: 01/24/2017

Chancellor's Office Approval: 12/20/16

AGR 4 Agricultural Sales and Communication

Approved adding the discipline of Agriculture and Agriculture Business

Effective: Spring 2018 pending Chancellor's office approval

Approved: 10/18/2016
Board Approved: 01/24/2017

Anthropology

ANTH 1 Biological Anthropology

Approved course for hybrid delivery. Adding “hybrid” to course description

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

ANTH 2 Cultural Anthropology

Approved change in hybrid delivery language

Hybrid Delivery:

Approve changing the hours in hybrid delivery.

A combination of traditional classroom and online instruction will be utilized. Each semester ~~34 lecture hrs~~ a minimum of 17 hours will be taught face-to face by the instructor and ~~17 lecture hours~~ the remaining 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 participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lecture

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

ANTH 3 Introduction to Archaeology

Approved course for hybrid delivery. Adding “This course has been approved for hybrid delivery” to course description

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

ART

ART 22 Digital Illustration 2

Approved new credit course. 3.0 units 27 Hours Lecture, 75 Hours Laboratory.

Catalog Description:

Digital illustration 2 is a challenging and expressive area of graphic design. With Adobe Illustrator, Adobe Photoshop, Adobe After Effects, and Autodesk Maya you can develop your unique personal style as an artist. In this advanced digital illustration course, you'll learn professional illustration conception, production and finish. Students will execute illustration projects using professional procedures and equipment. Emphasis is on student creative and technical development. Written papers and portfolio review required. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration. All students will provide additional materials and supplies with an estimated cost of \$70.

Effective: Fall 2017 Pending Chancellor's Office Approval

Approved: 05/23/2017

Board Approved: 06/13/2017

Chancellor's Office Approval: 06/16/2017

ART 22 Digital Illustration 2

Approved assigning the disciplines of Art & Graphic Arts

Effective: Fall 2017 Pending Chancellor's Office Approval

Approved: 05/23/2017

Board Approved: 06/13/2017

ART 25 Computer Graphics

Approved name change to Graphic Design 1

Effective: Fall 2017

Approved: 04/04/2017

ART 26 Graphic Design 2

Approved new credit course. 3.0 units 27 Hours Lecture, 75 Hours Laboratory.

Catalog Description

Graphic Design 2 is a continuation of Graphic Design 1 (Art 25) and more fully explores the interaction of text and image. You will become more independent in your use of fundamental components of graphic communication. You will create independent and creative solutions to a series of design problems. Your knowledge of and exposure to contemporary design issues and

graphic design history will be an important component of this course. You will be expected to expand your proficiency in all aspects of the design process, including creative brainstorming, conceptualizing, critical thinking, collaboration, and presentation. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration. All students will provide additional materials and supplies with an estimated cost of \$70.

Effective: Fall 2017 Pending Chancellor's Office Approval

Approved: 05/16/2017

Board Approved: 06/13/2017

Chancellor's Office Approval: 06/16/2017

ART 26 Graphic Design 2

Approved assigning disciplines of Art & Graphics Arts

Approved: 05/16/2017

Board Approved: 06/13/2017

ART 28 Intro to Web Design

Approved change in textbook.

~~Wood, Brian; *Adobe Muse CC Classroom in a Book* 1st edition, 2014 Kindle Edition, ISBN: 9780133854145 Adobe Press~~

Maivald, Jim; *Adobe Dreamweaver CC Classroom in a Book*, 1st Edition, 2017, Adobe Press, ISBN-13: 978-0134664286 ISBN-10: 0134664280

Effective: Fall 2017

Approved: 04/04/2017

Board Approved: 06/13/2017

ART 34A, 34B, 34C, 34D

Approved adding Language for Traditional Classroom Instruction it was not on the course outline

Traditional Classroom Instruction

- A. Lecture
- B. Demonstrations
- C. Visual Examples
- D. Illustrated Lectures
- E. One-on-one instruction while students work on jewelry
- F. Critiques

Effective: Spring 2017

Approved: 01/31/2017

Board Approved: 06/13/2017

ART 38 3-D Computer Modeling and Animation

Approved new course. 3.0 units/25.5 Hours Lecture/76.5 Hours Laboratory

Catalog Description

This course introduces students to the use of software techniques to create and animate three-dimensional environments and objects. Students will learn to create photo-realistic models and scenes enhanced by lighting, shadows, reflection, and textures, and will learn to produce camera fly-through and basic character animation sequences. To cover the costs of printing proofs for

each project assignment, a \$10.00 lab fee will be charged at the time of registration. This course has been approved for online delivery.

Effective: Fall 2017

Approved: 02/21/2017

Board approval: 03/14/2017

Chancellor's Office Approval: 04/12/2017

ART 38 3-D Computer Modeling and Animation

Approved assigning discipline of Art and Graphic Arts

Effective: Fall 2017

Approved: 02/21/2017

ART 38 3-D Computer Modeling and Animation

Approved adding 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: Fall 2017

Approved: 02/21/2017

ART 64 Digital Illustration

Approved changing the number and title to ART 21 Digital Illustration 1

Effective: Fall 2017

Approved: 05/17/2017

Board Approved: 06/13/2017

Biology

BIOL 10 Natural History of Plants and Animals

Approved changes in objectives, content, assignments and remove textbook

Textbook

~~A Sand County Almanac", Leopold, Aldo. Ballantine Books, 1966.~~

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

BIOL 32 General Life Science

Approved changing title to General Biology, changes in objectives, content and textbook.

~~Campbell, Neil, Martha Taylor, Eric Simon, Jean Dickey, Kelly Hogan and Jane Reece, *Biology Concepts & Connections*, 8th edition, 2014, Pearson ISBN 978-0-321-88532-6~~

Campbell, Neil, Eric Simon, Jean Dickey, Kelly Hogan and Jane Reece, *Campbell Essential Biology (w/MasteringBiology Access) Edition: 6th, 2015, Pearson, ISBN: 9780321763334*

Effective: Fall 2017
Approved: 12/06/16
Board Approved: 01/24/2017

BIOL 32L General Life Science with Laboratory

Approved change in title to General Biology with Laboratory, change units from 1.0 to 4.0, add 51 hours lecture, change description, remove corequisite BIOL 32, add recommended prep ENGL 105, add 2 SLO's, change in objectives, content, assignments and add textbook.

Catalog description

~~A laboratory section supporting the~~ **A** general survey of the living world with emphasis on the basic biological principles as illustrated in plant and animal groups. **This course includes a laboratory section supporting the basic concepts of the course.** ~~This course must be taken along with BIOL 32—General Life Science.~~

Textbook

Campbell, Neil, Eric Simon, Jean Dickey, Kelly Hogan and Jane Reece, *Campbell Essential Biology (w/MasteringBiology Access) Edition: 6th, 2015, Pearson, ISBN: 9780321763334*

Effective: Fall 2017
Approved: 12/06/2016
Board Approved: 12/13/2016
Chancellor's Office Approval: 01/20/2017

Business

BUS 10 Human Resource Management

Did not approve course for hybrid delivery for incarcerated students at this time. Committee will revisit after Fall 2017 semester.

Action taken: 05/23/2017
Board Approved: 06/13/2017

BUS 19 Office Procedures

Approved change in course title to Office Administration minor additions to course outline, removal of outdated course outline items and update textbook.

Effective: Fall 2017
Approved: 11/01/2016
Board Approved: 01/24/2017

BUS 19 Office Administration

Approved course for hybrid delivery

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining 34 hours will be instructed online through the technology platform adopted by

the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 05/16/2017

Board Approved: 06/13/2017

BUS 25 Small Business Management

Did not approve course for hybrid delivery for incarcerated students at this time. Committee will revisit after Fall 2017 semester.

Action taken: 05/23/2017

Board Approved: 06/13/2017

BUS 22 Business Law

Approved change in textbook for all sections. Switch book from *Law for Business* (ISBN: 978-1-1335-8761-3) to *Foundations of Business Law and Legal Environment* (ISBN: 978-1-4533437-2-2) online resource book free to students.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

BUS 50 Principals of Social Media Marketing

Approved new course 3.0 units 51 hours lecture

Catalog Description

This course presents students with the principles of social media marketing. The emphasis will be on effective and affordable means of promoting a business using interactive Internet and mobile applications. The emphasis will be on relationship-building, public relations, event marketing as well as advertising tactics related to a marketing strategy.

Effective: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

Chancellor's Office Approval: 01/20/2017

BUS 50 Principals of Social Media Marketing

Approved adding course to the disciplines of Business and Marketing

Effective: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

BUS 50 Principals of Social Media Marketing

Approved course for online delivery and add to course description

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: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

BUS 50 Principals of Social Media Marketing

Approved course for hybrid delivery and add to course description

Hybrid Evaluation:

A combination of traditional classroom and online evaluations will be used, such as (1)

Traditional Classroom: exercises/assignments, objective examinations and essay

examinations and (2) Online delivery: exercises/assignments, online quizzes and exams, essay forum postings, and chat rooms.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 34 hours will be taught face-to-face by the instructor and the other 17 hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

BUS 50 Principles of Social Media Marketing

Approved inactivation of course. Course content is upper division.

Effective: Spring 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

BUS 51 Introduction to Marketing

Approved new course 3.0 units 51 hours lecture

Catalog Description

This course introduces students to the nature, role and significance of marketing concepts as well as application of marketing principles. This course will focus on conducting opportunity analysis, evaluating consumer behavior, conducting market research, and target marketing as a basis for developing marketing plans. Students will develop and assess marketing strategies to meet the needs of target markets as it applies on a business-to-business and business-to-consumer, using the “4 P’s”: product, promotion, price and place.

Effective: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

Chancellor’s Office Approval: 01/20/2017

BUS 51 Introduction to Marketing

Approved adding course to the disciplines of Business and Marketing

Effective: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

BUS 51 Introduction to Marketing

Approved course for online delivery and add to course description

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: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

BUS 51 Introduction to Marketing

Approved course for hybrid delivery and add to course description

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours 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. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 09/20/2016

Board Approved: 10/11/2016

BUS 51 Introduction to Marketing

Approved inactivation of course. Course content is upper division.

Effective: Spring 2017

Approved: 05/02/17

Board Approved: 06/13/2017

BUS 75 Planning and Launching a New Business Venture

Approved change in textbook edition. Second edition no longer available.

Mariotti, Steve. *Entrepreneurship: Starting and Operating A Small Business*, 2nd edition), 2010, Upper Saddle River Pearson, Prentice Hall, ISBN: 9780132366007

Mariotti, Steve. *Entrepreneurship: Starting and Operating A Small Business*, (4th edition), 2016, Upper Saddle River Pearson, Prentice Hall, ISBN: 9780133934458

Effective: Fall 2016

Approved: 09/06/2016
Board Approved: 01/24/2017

BUS 75 Planning and Launching a new Business

Approved for Hybrid Delivery for Incarcerated Students
Effective: Fall 2017
Approved: 05/23/2017
Board Approved: 06/13/2017

BUS 76 Marketing the Small Business Venture

Approved for Hybrid Delivery for Incarcerated Students
Effective: Fall 2017
Approved: 05/23/2017
Board Approved: 06/13/2017

BUS 77 Financing the Small Business Venture

Approved for Hybrid Delivery for Incarcerated Students
Effective: Fall 2017
Approved: 05/23/2017
Board Approved: 06/13/2017

BUS 78 The Customer Service Advantage

Approved for Hybrid Delivery for Incarcerated Students
Effective: Fall 2017
Approved: 05/23/2017
Board Approved: 06/13/2017

BUS 79 Computer Information Systems for Small Business Venture

Approved for Hybrid Delivery for Incarcerated Students
Effective: Fall 2017
Approved: 05/23/2017
Board Approved: 06/13/2017

BUS 84 Business Mathematics

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.

Effective: Fall 2017
Approved 11/15/2016
Board Approved: 01/24/2017

Chemistry

CHEM 1A General Chemistry I

Approved change in textbooks

Masterton & Hurley, "*Chemistry, Principles, & Reactions*", 7th edition, 2011, Cengage, ISBN 9781111427108

Slowinski, Emil; Wayne Wosely, Robert Rossi "*Chemical Principles in the Laboratory*, 10th Edition, 2012, ISBN: 9780840048349

MCMurry et al, "*Chemistry*", 7th edition, 2016, Pearson, ISBN 13: 9780321943170

MCMurry et al, "*Laboratory Manual for Chemistry*", 7th Edition, 2016, Pearson, ISBN: 13: 9780133886627

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

CHEM 1A General Chemistry I

Approved adding CHEM 55 as a prerequisite

Effective: Fall 2017 pending Chancellor's Office approval of CHEM 55

Approved: 12/06/2016

Board Approved: 01/24/2017

CHEM 1B General Chemistry II

Approved change in textbook

Masterton & Hurley, "*Chemistry, Principles, & Reaction*", 7th edition, 2011, Cengage. ISBN 9781111427108

Slowinski, Emil; Wayne Wosely, Robert Rossi "*Chemical Principles in the Laboratory*: 10th Edition, 2012, Brooks & Cole, ISBN: 9780840048349

MCMurry et al, "*Chemistry*", 7th edition, 2016, Pearson, ISBN 13: 9780321943170

MCMurry et al, "*Laboratory Manual for Chemistry*", 7th Edition, 2016, Pearson, ISBN: 13: 9780133886627

Effective: Fall 2017

Approved: 12/07/2016

Board Approved: 01/24/2017

CHEM 8 Introduction to Organic and Biochemistry

Approved change in textbook

Bettelheim et al, "*General, Organic, and Biochemistry*", 10th edition, 2012, Brooks & Cole., ISBN: 13: 9781133105084

Bettelheim & Landesberg, "*Laboratory Experiments for Introduction to General, Organic and Biochemistry*", 8th edition, 2013, Brooks & Cole; ISBN: 9781133106029

MCMurry et al, "*Fundamentals of General, Organic, and Biological Chemistry*", 8th edition, 2017, Pearson, ISBN: 13: 9780134015187.

Timberlake, "*Laboratory Manual for General, Organic, and Biological Chemistry*", 3rd edition, 2014, Pearson; ISBN: 13: 9780321811851

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

CHEM 45 Introduction to Chemistry

Approved change in name to Introduction to Inorganic Chemistry, change in description and change in textbook.

Catalog Description

~~An introduction to chemistry,~~ This is a survey course in the principals of inorganic chemistry. Including atomic theory, periodic properties, chemical bonds, stoichiometry, gas laws, kinetic and equilibrium, acids and bases, redox reactions, and thermodynamics. Emphasis is on basic concepts and skills. This course is recommended for students with no prior chemistry and is intended as preparation for major's chemistry, allied health, and or general education and preparation for major in chemistry

Textbook

~~Bettelheim et al, "General, Organic, and Biochemistry", 10th edition; 2012, Brooks & Cole., ISBN: 13: 9781133105084~~

MCMurry et al, "*Fundamentals of General, Organic, and Biological Chemistry*", 8th edition; 2017, Pearson, ISBN: 13: 9780134015187.

Effective: Fall 2017 Pending Chancellor's Office approval of CHEM 55

Approved: 12/06/2016

Board Approved: 01/24/2017

CHEM 45 Introduction to Chemistry

Approved adding CHEM 55 or 1 year high school chemistry as a prerequisite

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

CHEM 55 Introductory Chemistry

Approved 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 students with no previous experience in high school chemistry or who need to refresh their chemistry background to qualify for CHEM 1A or CHEM 45. Both the philosophy and practice of laboratory chemistry will be pursued. The topics will include measurement, chemistry language, basic chemical law, chemical theories and basic chemistry processes.

Effective: Fall 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

Chancellor's Office Approval: 01/22/2017

CHEM 55 Introductory Chemistry

Approved assigning the discipline of Chemistry

Effective: Fall 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

Child Development

CD 17 Children's Literature

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

Approved: 10/4/2016

Board Approved: 01/24/2017

CD 23 Adult Supervision in the Child Care Setting

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

Approved: 10/04/2016

Board Approved: 01/24/2017

CD 28 Child Guidance

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

Approved: 10/04/2016

Board Approved: 01/24/2017

CD 30 Early Steps to Reading Success

Approved change in textbook.

Beaty & Pratt, *Early Literacy in Preschool and Kindergarten*, ~~3rd edition, 2010~~, 4th edition, 2014 Merrill/Pretice Hall, ISBN-13: 978-0133830903

Effective: Spring 2018

Approved: 05/02/17

Board Approved: 06/13/2017

Computer Applications

CA 52 Word Processing Applications for Business

Approved new Course 3.0 units 25.5 Hours Lecture, 76.5 Hours Lab Scheduled: Fall
CA 52 will replace existing computer application word processing requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Word application.

Catalog Description

This course covers a recent version of Microsoft Word for students who have a basic understanding of computers and desire comprehensive knowledge of a business tool to view, edit and create professional looking business documents. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Word application.

Effective: Fall 2017

Approved: 11/01/2016

Board Approved: 12/13/2016

Chancellor's Office Approval: 01/20/2017

CA 52 Word Processing Application for Business

Approved assigning the disciplines of Business, Computer Information Systems, and Office Technology.

Effective: Fall 2017

Approved: 03/21/2017

Board Approved: 12/13/2016

CA 52 Word Processing Application for Business

Approve course for hybrid delivery and change hours from 25.5 Hours Lecture, 76.5 Hours Lab to 27 Hours Lecture, 75 Hours Lab does not change units.

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 9 lecture hours will be taught face-to-face by the instructor and the remaining 18 lecture hours will be instructed online and a minimum of 25 lab hours will be taught face-to-face by the instructor and the remaining 50 lab hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 05/23/2017

Board Approved: 12/13/2016

CA 53 Spreadsheet Applications for Business

Approved new Course 3.0 units 25.5 Hours Lecture, 76.5 Hours Lab

Scheduled: Spring

CA 53 will replace existing computer application requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Excel application.

Catalog Description

This course covers a recent version of Microsoft Excel for Windows for students who have an understanding of computers and desire comprehensive knowledge of a business tool used to organize, edit, and present data using spreadsheets. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Excel application.

Effective: Fall 2017

Approved: 11/01/2016

Board Approved: 12/13/2016

Chancellor's Office Approval: 01/20/2017

CA 53 Spreadsheet Application for Business

Approved assigning the disciplines of Business, Computer Information Systems, and Office Technology.

Effective: Fall 2017

Approved: 03/21/2017

Board Approved: 13/13/2016

CA 55 Using a Word Processor

Approve change in course description and change textbook to instructor material packet.

Textbooks for this class run approximately \$120 and this seems very expensive for a .5 unit course. The instructor is able to create a materials packet that covers the course content for a fraction of the price of a textbook.

Catalog Description

This course teaches the fundamentals of Microsoft Windows and Word for Windows. It acquaints the students with the proper way to solve word processing problems in a windows environment. This course has been approved for online **and hybrid delivery**.

Textbook

~~Curtis D. Frye, Microsoft Office Word, 2010, Plain & Simple, Microsoft Press, 1st Ed., 2010, ISBN: 13:9780735627314.~~

Instructor generated materials packet available in the LCC bookstore.

Effective: Summer 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

CA 55 Using a Word Processor

Approved course for hybrid delivery.

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 12 hours will be taught face-to-face by the instructor and the remaining 8 hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Summer 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

CA 56 Using a Spreadsheet

Approved course for hybrid delivery

Hybrid Evaluation:

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

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 12 hours will be taught face-to-face by the instructor and the remaining 8 hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Summer 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

CA 56 Using a Spreadsheet

Approved change in course description and change textbook to instructor material packet. Textbooks for this class run approximately \$120 and this seems very expensive for a .5 unit course. The instructor is able to create a materials packet that covers the course content for a fraction of the price of a textbook.

Catalog Description

Use of a widely-used spreadsheet program. Practical experience for familiarity and skill in operating software, as well as problem solving in business applications will be stressed. This course has been approved for online **and hybrid delivery**.

Textbook

~~Curtis D. Frye, Microsoft Office Excel 2010 Plain & Simple, Microsoft Press, 2010, ISBN: 13:9780735627277.~~

Instructor generated materials packet available in the LCC bookstore.

Effective: Summer 2017
Approved: 05/02/2017
Board Approved: 06/13/2017

CA 58 Presentation Applications for Business

Approved new Course 1.5 units 12.75 Hours Lecture, 38.25 Hours Lab

Scheduled: Spring

CA 58 will replace existing computer application requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Powerpoint application.

Catalog Description

This course covers a recent version of Microsoft PowerPoint for students who have a basic understanding of computers and desire an understanding of the strategies applied to planning, preparing, and creating high-quality business presentations. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft PowerPoint application.

Effective: Fall 2017

Approved: 11/01/2016

Board Approved: 12/13/2016

Chancellor's Office Approval: 01/20/2017

CA 58 Presentation Application for Business

Approved assigning the disciplines of Business, Computer Information Systems, and Office Technology.

Effective: Fall 2017

Approved: 03/21/2017

Board Approved: 12/13/2016

CA 60 Email and Calendar Applications for Business

Approved new Course 1.5 units 12.75 Hours Lecture, 38.25 Hours Lab

Scheduled: Fall

CA 60 will replace existing computer application requirements with a single, application specific study of broader content. This course serves as preparation to pass the Microsoft Office Specialist [MOS] examination. A student successfully completing the MOS exam will be given a certificate from Microsoft recognizing them as a specialist in using the MS Outlook application.

Catalog Description

This course covers a recent version of Microsoft Outlook for students who have a basic understanding of computers and desire comprehensive knowledge of a business tool to organize and manage email messages, appointments, meetings, contacts and tasks. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Outlook application.

Effective: Fall 2017

Approved: 11/01/2016

Board Approved: 12/13/2016
Chancellor's Office Approval: 01/20/2017

CA 60 Email and Calendar Applications for Business

Approved assigning the disciplines of Business, Computer Information Systems, and Office Technology.

Effective: Fall 2017

Approved: 03/21/2017

Board Approved: 12/13/2016

CA 54, CA 55, CA 59, CA 57, CA 59 and COT 50

Reviewed for IPR with no recommended change

Approved: 12/06/2016

Board Approved: 01/24/2017

Developmental Studies

DS 110 Computer Access I

Approved change in catalog description, repeatability, content, assignments and method of evaluation.

Catalog Description

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context of word document processing.

~~Repeatable as needed pursuant to special class repetition standards.~~

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

DS 111 Computer Access II

Approved change in catalog description, repeatability, objectives, and assignments.

Catalog Description

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context of advanced word document processing skills and basic spreadsheet and data base programs.

~~Repeatable as needed, pursuant to special class repetition standards.~~

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

DS 112 Computer Access Projects

Approved change in catalog description, repeatability, objectives, and assignments.

Catalog Description

Designed for students with learning, visual, physical, or language impairments. Provides an opportunity for the student who is already familiar with computers and/or adaptive technologies to work on independent projects, perfect job skills or attain greater mastery of the technology(s).

~~Repeatable as needed, pursuant to special class repetition standards.~~

Effective: Fall 2017

Approved: 05/02/17
Board Approved: 06/13/2017

DS 113 Developmental Skills: Personal Assessment

Approved change in catalog description and repeatability.

Catalog Description

A course designed to provide the learning disabled student with specific information about his/her own learning process. Explores existing concepts, theories, and practices related to self-appraisal, defense mechanisms, self-concept and interpersonal relations as these relate to their disability. Credit for this course will not apply to the associate degree. ~~Repeatable as needed, pursuant to special class repetition standards.~~

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

DS 114 Developmental Skills: Reading

Approved change in catalog description and repeatability.

Catalog Description

An individualized program to improve the reading comprehension skills of the learning disabled student. Emphasis will be placed on reading comprehension, vocabulary, and critical thinking. ~~Repeatable as needed, pursuant to special class repetition standards.~~

Effective: Fall 2017

Approved: 05/02/17

Board Approved: 06/13/2017

DS 115 Developmental Skills: Writing

Approved change in catalog description and repeatability.

Catalog Description

A course designed to instruct the learning disabled student in writing skills. Emphasis will be placed on vocabulary development, in-depth sentence formation, and critical thinking. ~~Repeatable as needed, pursuant to special class repetition standards.~~ This course has been approved for hybrid delivery.

Effective: Fall 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

DS 115 Developments Skills-Writing Skills

Approved change in hybrid hours.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of ~~17~~ 34 hours will be taught face-to-face by the instructor and the other 34 ~~17~~ hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

Approved: 03/21/2017
Board Approved: 06/13/2017

DS 116 Developmental Skills: Math

Approved change in catalog description and repeatability update textbooks ISBN#.

Catalog Description

An individualized program to improve the math skills of the learning disabled student. Emphasis will be placed on developing the student's skills for vocational competency or through the beginning algebra academic level, depending upon the student's goal. ~~Repeatable as needed, pursuant to special class repetition standards.~~

Effective: Fall 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

DS 120 Adaptive Fitness DS 121 Adaptive Individual Sports: Bowling DS 122 Adaptive Individual Sports: Weights Training DS 153 Community Awareness DS 158 Developmental Studies: Arts and Crafts

Reviewed for IPR with no recommended changes.

Approved: 05/02/2017

Board Approved: 06/13/2017

Emergency Medical Technician

EMT 21 Emergency Medical Responder

Approved changes in hours from 60 to 65 to meet Nor-Cal EMS certificate requirements.

Effective: Spring 2017

Approved: 11/01/2016

Board Approved: 01/24/2017

English

ENGL 34 Studies in Poetry

Approved adding Language for Traditional Classroom Instruction it was not on the course outline

Traditional Classroom Instruction

Lecture, Discussion, research, composition and other appropriate activities to be determined by the instructor.

Effective: Spring 2017

Approved: 01/31/2017

Board Approved: 06/13/2017

Fire Technology

FS 3 Fundamentals of Fire Protection

Approved adding 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

Approved: 02/21/2017

Board Approved: 06/13/2017

FS 4 Fire Protection Equipment and Systems

Approved adding 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

Approved: 02/21/2017

Board Approved: 06/13/2017

FS 4 Fire Protection Equipment and Systems

Approved change in textbook

~~“Fire Detection and Suppression Systems”, IFSTA, 3rd edition, 2005, Fire Protection Publications, Oklahoma State University, ISBN 0-87939-267-3 or ISBN 9780879392673~~
Jones, Maurice; Fire Protection Systems, 2nd edition, 2013, Jones & Bartlett, ISBN 978-1284035377

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

FS 5 Fire Orientation and Organization

Approved Change in textbook

~~Fortney, “Fire Service Orientation and Terminology”, 4th edition, 2004 International Fire Service Training Association (IFSTA), ISBN: 9780879392321~~

Carter, Rausch; Management in the Fire Service, 5th edition, 2015, Jones & Bartlett ISBN 978-1449690786

Effective: Fall 2017

Approved: 01/31/2017

Board Approved: 01/24/2017

FS 5 Fire Orientation and Organization (Achenbach/Lewis: MSCU)

Approved adding 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

Approved: 02/21/2017

Board Approved: 06/13/2017

FS 8 Wildland Fire Suppression, FS 20 First Aid for Public Safety Employees, FS51 Introduction to Fire Technology Careers

Reviewed for IPR with no change

Approved: 01/31/2017

Board Approved: 06/13/2017

FS 13 Fire Behavior and Combustion

Approved change in textbook

Shackelford, Ray, *Fire Behavior and Combustion Processes*; 1st, 2009, Cengage Delmar, ISBN:13:978-1-4018-8016-3

Gann, Richard; *Principles of Fire Behavior and Combustion*, 4th edition, 2013, Jones & Bartlett, ISBN 978-0763757175

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

FS 13 Fire Behavior and Combustion

Approved adding 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

Approved: 02/21/2017

Board Approved: 06/13/2017

FS 14 Principals of Safety and Survival

Approved adding 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

Approved: 02/21/2017

Board Approved: 06/13/2017

FS 14 Principles of Fire Safety and Survival

Approved change in textbook.

~~Angle, James S., *Occupational Safety and Health in the Emergency Services*, 2nd Edition, 2005, Thomson Delmar Learning, ISBN: 9781401859039~~

Zimmerman, Don; Fire fighter Safety and Survival, 2nd edition, 2014, Jones and Bartlett, ISBN: 9781284036411

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

FS 22 Strike Team Leader

See FS 94 number changed with reactivation

Approved: 02/21/2017

FS 23 Ignition Operation

Approved changing the title to Firing Operations S-219

NWGC changed the name

Effective: Spring 2017

Approved: 01/31/2017

Board Approved: 06/13/2017

FS 53 Incident Command System (ICS 100)

Approve new course. 0.5 units 8.5 lecture hours

Catalog Description

Interdiction to ICS

This course is an introduction to ICS, basic features of ICS, incident commander and command staff function, general staff functions, facilities, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident-related duties. ICS 100 (I-100, IS-100, Q462)

Effective: Spring 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

Chancellor's Office Approved: 02/18/2017

FS 53 Incident Command System (ICS 100)

Approved assigning the discipline of Fire Technology
Effective: Spring 2017 Pending Chancellor's approval
Approved: 12/06/2016
Board Approved: 12/13/2016

FS 54 National Incident Management Systems (NIMS 700A)

Approved new course. 0.5 units & 8.5 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
Approved: 01/31/2017
Board Approved: 02/14/2017
Chancellor's Office Approved: 02/28/2017

FS 54 National Incident Management Systems (NIMS 700A)

Approved assigning the discipline of Fire Technology
Effective: Spring 2017 Pending Chancellor's approval
Approved: 01/31/2017

FS 57 Auto Extrication

Approved change in title to Vehicle Extrication and hours from 16 to 27 (12 lecture/15 lab) and unit change from .05 to 1.0
Effective: Spring 2017
Approved: 01/31/2017
Board Approved: 06/13/2017

FS 58 Introduction to Wildland Fire Behavior (S-190)

Approved 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
Approved: 12/06/2016
Board Approved: 12/13/2016
Chancellor's Office Approval: 01/27/2017

FS 58 Introduction to Wildland Fire Behavior (S-190)

Approve assigning the discipline of Fire Technology
Effective: Spring 2017 Pending Chancellor's approval
Approved: 12/06/2016
Board Approved: 12/13/2016

FS 59 Confined Space Awareness

Approved new course. 0.5 units 8 hours lecture

Catalog Description

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

Effective: Spring 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

Chancellor's Office Approved: 03/08/2017

FS 59 Confined Space Awareness

Approved assigning the discipline of Fire Technology

Effective: Spring 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

FS 68 Essentials of Firefighting

Approved new course. 2 units, 32 hours lecture, 8 hours lab

Catalog Description

This course will introduce the student to the basic fundamentals of Structure firefighting. It will introduce the student to personal protective equipment, water supply and the different tools used in the industry. Its focus will be on the skills needed to obtain entry level skills to gain employment with a Fire Department

Effective: Spring 2017 Pending Chancellor's Office Approval

Approved: 02/21/2017

Board Approved: 02/14/2017

FS 68 Essentials of Firefighting

Approved assigning discipline of Fire Technology

Effective: Spring 2017 Pending Chancellor's Office Approval

Approved: 02/21/2017

Board Approval: 03/14/2017

Chancellor's Office Approval: 03/30/2017

FS 70 Dozer Boss S-232

Approved changing the name to Heavy Equipment Boss S236

NWCG changed the name this year

Effective: Spring 2017

Approved: 12/06/2016

Board Approved: 06/13/2017

FS 70C Crew Boss (Single Resources)

Approved reactivating course and changing title to Single Resource Crew Boss (S-230)

Effective: Spring 2017
Approved: 02/21/2017
Board Approved: 06/13/2017

FS 70C Crew Boss (Single Resource)

Approved adding FS 98.18 as a prerequisite
Effective: Spring 2017
Approved: 02/21/2017
Board Approved: 06/13/2017

FS 70C Crew Boss (Single Resource)

Approved assigning the discipline of Fire Technology
Effective: Spring 2017
Approved: 02/21/2017
Board Approved: 06/13/2017

FS 72 First Responder - Hazardous Materials

Approved changing the hours of course from 24 hours lecture to 167 hours
Effective: Spring 2017
Approved: 01/31/2017
Board Approved: 06/13/2017

FS 80 Firefighter Survival

Approved new course. 1.0 unit 17 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
Approved: 12/06/2016
Board Approved: 12/13/2016
Chancellor's Office Approved: 01/24/2017

FS 80 Firefighter Survival

Approved assigning the discipline of Fire Technology
Effective: Spring 2017 Pending Chancellor's approval
Approved: 12/06/2016
Board Approved: 12/13/2016

FS 81 Wildland Fire Fighter Safety and Survival

Approved new course

Catalog Description

This course is designed to look at wildland fire entrapments, their causes and what a firefighter can do to avoid them. Several topics will be looked at, discussed and studied in relation to near misses and entrapments in the wildland fire service. The emphasis will be on learning from history and understanding why fire entrapments occur and how they might be avoided using Office of the State Fire Marshall (OSFM) 4000 Policy. This is an OSFM class and there is a \$20.00 certificate fee.

Effective: Spring 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

Chancellor's Office Approved: 01/24/2017

FS 81 Wildland Fire Fighter Safety and Survival

Approved assigning the discipline of Fire Technology

Effective: Spring 2017 Pending Chancellor's approval

Approved: 12/06/2016

Board Approved: 12/13/2016

FS 91 I-suite Incident Based Automation

Approved new course. 1.5 units 25.5 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.

Effective: Spring 2017 Pending Chancellor's approval

Approved: 01/31/2017

Board Approved: 02/14/2017

Chancellor's Office Approved: 02/28/2017

FS 91 I-suite Incident Based Automation

Approved assigning the discipline of Fire Technology, Business or Math and NWCG qualified Instructor

Effective: Spring 2017 Pending Chancellor's approval

Approved: 01/31/2017

Board Approved: 02/14/2017

Chancellor's Office Approved: 02/28/2017

FS 92 Company Officer All-Risk Command Operations

Approved new course. 1.5 units 20 hours lecture and 20 hours lab

Catalog Description

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis.

Effective: Spring 2017 Pending Chancellor's Office Approval

Approved: 04/18/2017

Board Approval: 05/09/2017
Chancellor's Office Approved: 05/31/2017

FS 92 Company Officer All-Risk Command Operations

Approved adding Prerequisites: FS 52 Incident Command System (I-200/300), FS 93 Fire Fighter I
Initial Action Incidents Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)
Effective: Spring 2017 Pending Chancellor's Office Approval
Approved: 04/18/2017
Board Approved: 05/09/2017
Chancellor's Office Approved: 05/31/2017

FS 92 Company Officer All-Risk Command Operations

Approved assigning the discipline of Fire Technology to course.
Effective: Spring 2017 Pending Chancellor's Office Approval
Approved: 04/18/2017
Board Approved: 05/09/2017
Chancellor's Office Approved: 05/31/2017

FS 93 Fire Fighter I

Approved new course 18.5 units, 160 hours lecture/480 hours lab and limit class to 25 students.

Catalog Description

This course provides the skills and knowledge needed for the entry level fire fighter, career or volunteer, to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. The seven overarching themes of the California State Fire Fighter I curriculum are: general knowledge germane to the profession, fire department communications, fireground operations, rescue operations, preparedness and maintenance, wildland suppression activities, and hazardous materials/WMD. Student will receive a California State Fire Marshall Fire Fighter 1 certificate.

Effective: Pending Chancellor's Office Approval
Approved: 03/21/2017
Board Approval: 04/11/2017
Chancellor's Office Approval: 04/25/2017

FS 93 Fire Fighter I

Approved adding **Prerequisites:** FS 20 First Aid and CPR for Public Safety Employees or HO 120 CPR or current CPR card.
Effective: Pending Chancellor's Office Approval
Approved: 03/21/2017
Board Approval: 04/11/2017
Chancellor's Office Approval: 04/25/2017

FS 93 Fire Fighter I

Approved assigning the discipline of Fire Technology to course.

Effective: Pending Chancellor's Office Approval

Approved: 03/21/2017

Board Approval: 04/11/2017

Chancellor's Office Approval: 04/25/2017

FS 94 Strike Team Leader

Approved reactivation of course change hours from 32 to 25.5, units from 2.0 to 1.5, and add SLO's. This course will need to be submitted to the Chancellor's Office as a new course.

Catalog Description

This course is designed to teach the student the management skills necessary to perform specific functions within the Incident Command System Tactics are only addressed when necessary. Course covers the basic responsibilities of Strike Team leader, pre-incident responsibilities, assembly and travel procedures, responsibilities and the demobilization process.

Effective: Spring 2017 Pending Chancellor's Office approval

Approved: 02/21/2017

Board Approved: 03/14/2014

Chancellor's Office Approved: 04/17/2017

FS 94 Strike Team Leader

Approved adding prerequisites of FS 23 FS 74 & FS 88

Effective: Spring 2017

Approved: 02/21/2017

Board Approved: 03/14/2014

Chancellor's Office Approved: 04/17/2017

FS 94 Strike Team Leader

Approved assigning the discipline of Fire Technology

Effective: Spring 2017

Approved: 02/21/2017

Board Approved: 03/14/2014

Chancellor's Office Approved: 04/17/2017

FS 98.10 Initial Attack Incident Command

Approved reactivation of course and adding SLO's, change # to FS 95

Catalog Description

A course designed to bring out the responsibilities of the individual in charge of the initial attack of small, non-complex fires that are routinely suppressed by local initial attack forces and assure that local policies and practices are understood by the initial attack leader.

Effective: Spring 2017

Approved: 01/31/2017

Board Approval: 06/13/2017

FS 98.10 Initial Attack Incident Command

Approved adding discipline of Fire Technology and Instructor must meet National Wildland Coordination Group (NWCG) minimum teaching qualifications

Effective: Spring 2017

Approved: 01/31/2017

Board Approval: 06/13/2017

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.

Approved: 11/15/2016

Board Approve: 01/24/2017

Health Occupations

HO 3 Medical Terminology

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 discussion.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. 27 hours of class time will be dedicated to lecture and will be taught face-to-face by the instructor and the other 24 hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of, examinations, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, exams and online lectures.

Effective: Spring 2017

Approved: 12/07/2016

Board Approved: 01/24/2017

HO 46 IV Therapy and Blood Withdrawal (Phlebotomy)

Approved changes to Course Title to VN 59 Intravenous Therapy and Blood Withdrawal, update Course Description. Increases lecture hour from 27 to 30 hours, remove pass/no pass from grading option, update Course Student Learning Outcomes, update course objectives, update course content, update Assignments, update expected outside assignments, update methods and evaluation and methods of delivery, change textbook and add workbook.

Lynn D. Phillips, *Manual of I.V. Therapeutics: Evidence-Based Practice for Infusion Therapy*, 5th Edition, 2010, Davis Co., ISBN-13: 9780803621848, Paperback 864 pages

Timby, B. K., & Smith, N. E. (2014). *Introductory Medical Surgical Nursing*, 11th edition, Philadelphia, PA: Wolter Kluwer and Lippincott Williams and Wilkins.

ISBN-13: 978-1451177329 ISBN-10: 1451177321

Timby, B. K., & Smith, N. E. (2014). *Workbook for Introductory Medical-Surgical Nursing*, 11th edition, Philadelphia, PA: Wolter Kluwer and Lippincott Williams and Wilkins. ISBN-13: 978-1451187229 ISBN-10: 145118722X"

Effective: Spring 2017

Approved: 08/30/2016
Board Approved: 01/24/2017

HO 64 NLEX Review

Approved changes to Course Title to VN 60 NCLEX-VN Review, Update course description, update course objectives and course content, update assignments, update methods and evaluation and methods of delivery, change required Text book.

~~Linda Anne Silvestri, *Saunders Comprehensive Review for the NCLEX-PN® Examination*, 5th Edition, 2013, Elsevier, ISBN: 9781455703791~~

*Silvestri, S.A., (2017). *Saunders Comprehensive Review for the NCLEX-RN Examination (7th ed.)*. St Louis, MI: Elsevier. ISBN: 9780323391368*

Effective: Spring 2017
Approved: 08/20/2016
Board Approved: 01/24/2017

HO 70 Introduction to Medical Assisting I

Approved changing title to Medical Assisting: Core, units from 2 to 4, remove HO 3 as a prerequisite, hours from 34 to 68, revise course description, course SLO's, objectives and content.

Catalog Description

This course is designed to provide ~~specific information and skills~~ **entry level skills** training required for ~~front office administrative~~ **the profession of medical assisting**. The course covers **core components required for advancement in both the administration and clinical medical assisting certificate program.** ~~administrative and clerical functions of an office assistant including patient reception, scheduling appointments, telephone procedures, medical records management, office management, professional conduct and effective communication.~~ **This course has been approved for hybrid delivery.**

Effective: Pending Chancellor's Office approval.
Approved: 10/18/2016
Board Approved: 11/08/2016
Chancellor's Office Approval: 12/20/2016

HO 70 Introduction to Medical Assisting I

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, and chat rooms.

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. Traditional class instruction will consist of examinations and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, lecture posts, exams and online lectures. Adding extra resources and other media sources as appropriate.

Effective: Pending Chancellor's Office approval.

Approved: 10/18/2016

Board Approved: 11/08/2016

Chancellor's Office Approval: 12/20/2016

HO 71 Introduction to Medical Assisting II

Approved changing title to Medical Assisting: Administrative, units from 2 to 6, remove HO 3 as a prerequisite, hours from 34 lecture to 68, add 102 lab hours, revise course description, course SLO's, objectives, content, add hybrid delivery.

~~This course introduces and instructs Allied Health students in the use of accounting systems for medical and dental offices (including the pegboard and computerized accounting systems) and health insurance procedures. Emphasis is placed on medical accounting terminology, ledgers, methods used in payroll accounting, preparation of account charts and correct completion of benefit and claim forms. This course also prepares students to work with insurance forms in medical offices, hospitals and other clinical settings and in the proper use of procedural and diagnostic coding utilizing the most current editions of Physicians Current Procedural Terminology and International Classification of Diseases.~~

This course is designed to provide entry level information and skill training required for the profession of Administrative Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Administrative Specialty. Course content will include course work in medical office reception, records, finance, insurance billing, and office management. This course has been approved for hybrid delivery.

Effective: Pending Chancellor's Office approval.

Approved: 10/18/2016

Board Approved: 11/08/2016

Chancellor's Office Approved: 12/20/2016

HO 71 Introduction to Medical Assisting II

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, and chat rooms.

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, lecture posts, exams, online lectures, and computerized clinical skill competencies. Adding extra resources and other media sources as appropriate.

Effective: Pending Chancellor's Office approval.

Approved: 10/18/2016

Board Approved: 11/08/2016

Chancellor's Office Approved: 12/20/2016

HO 72 Medical Assisting: Clinical

Approved new course 6.0 units 68 hours lecture 102 hours lab

Catalog Description

This course is designed to provide entry level information and skill training required for the profession of Clinical Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Clinical Specialty. Course content will include course work in medical office exam room procedures, specialty procedures, pharmacology, minor office surgery, laboratory procedures, nutrition and patient education.

Effective: Spring 2017 Pending Chancellor's Office Approval

Approved: 11/01/2016

Board Approved: 11/08/2016

Chancellor's Office Approved: 01/20/2017

HO 72 Medical Assisting: Clinical

Approved adding HO 70 as prerequisite.

Effective: Spring 2017 Pending Chancellor's Office Approval

Approved: 11/01/2016

Board Approved: 11/08/2016

Chancellor's Office Approved: 01/20/2017

HO 82 Principles of Infection Prevention and Sterile Technique

Approved inactivation of course. Content is included in HO 70, 71 or 72.

Effective: Fall 2016

Approved: 11/01/2016

Board Approved: 01/24/2016

HO 84 Introduction to Patient Care

Approved inactivation of course. Content is included in HO 70, 71 or 72.

Effective: Fall 2016

Approved: 11/01/2006

Board Approved: 01/24/2016

HO 85 Diagnostic Testing

Approved inactivation of course. Content is included in HO 70, 71 or 72.

Effective: Fall 2016

Approved: 11/01/2016

Board Approved: 01/24/2016

HO 88 Phlebotomy

Approved assigning the discipline of Health Care Ancillaries-Phlebotomy and remove the discipline of LVN.

Effective: Spring 2017

Approved: 02/21/2017

Board Approved: 06/13/2017

HO 88 Phlebotomy

Approved change in textbook

~~Garza, Diana; Becan McBride, Kathleen, *Phlebotomy Handbook*, 9th edition, 2015, Pearson ISBN: 10-0133144569, ISBN: 13-9780133144567~~

McCall, R. E. & Tankersley, C. M.; *Phlebotomy Essentials*, 6th edition, 2016, Wolters Kluwer, ISBN: 9781451194524

Effective: Spring 2017

Approved: 03/07/2017

Board Approved: 06/13/2017

HO 88 Phlebotomy

Approved updating hours, clarify wording, add background check, and update supplies

Effective: Spring 2017

Approved: 03/07/2017

Board Approved: 06/13/2017

HO 88 Phlebotomy

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. A minimum of 22.5 lecture hours will be taught face-to-face by the instructor and the other lecture hours will be instructed online through the technology platform adopted by the District. All clinical lab hours will be taught face-to face. 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 and online lectures.

Effective: Fall 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

HO 88 Phlebotomy

Approved adding “this course has been approved for hybrid delivery” to course description and change traditional classroom delivery language

Effective: Fall 2017

Approved: 05/02/2017

Board Approved: 06/13/2017

Math

MATH 8 Advanced Algebra

Approved change in textbook.

~~Sullivan & Sullivan, *College Algebra Enhanced with Graphing Utilities*, 4th edition, 2005, Pearson Education, Inc. Publisher, 2006, ISBN: 9780131491045~~

Lial, Hornsby, Schneider, Daniels; *College Algebra*, 12th edition, 2017, Pearson Education, ISB# 9780134217451 for bound book or ISBN# 9780134313795 for e-book

Effective: Spring 2017

Approved: 12/06/2016

Board Approved: 01/24/2016

Physics

PHYS 1A & 1B General College Physics I & II

Approved change in textbook.

~~Wilson, et.al, "College Physics", 7th edition, 2010, Pearson/Addison Wesley ISBN: 321601831~~

Walker, James; *Physics*, 5th edition, 2016, Pearson Education, ISBN: 978-0321976444.

Approved: 05/16/2017

Board Approved: 06/13/2017

Psychology

PSY 1 Introduction to Psychology

Approved change in ISBN# students do not need electronic portal access

~~Ciccarelli/White: *Psychology Plus New MyPsychLab with EText Access Card Package*. 4th edition, 2014, Pearson Education ISBN: 9780205973354~~

Ciccarelli/White; *Psychology*, 4th edition, 2014, Pearson Education ISBN: 9780205972241

Effective: Spring 2017

Approved: 01/31/2016

Board Approved: 06/13/2017

Vocational Nursing

VN 50 Pharmacology

Approved change in hours from 55.5 to 68, change in units from 3 to 4 units, remove pass/no pass as a grading option, update course objectives and content, update course assignments, update current required textbook editions and add textbooks.

~~Vallerand, A.H., & Sonoski, C.A.; *Davis's Drug Guide for Nurses*, 13th ed. 2012, ISBN 13: 978-0-836-2834-2~~ 978-0803657052

Edmonds, *Introduction to Clinical Pharmacology*, 7th ed. 8th edition, Elsevier, eBook ISBN-13: 978-0-312-60142-0, Print ISBN: 9780323073981. 9780323431163

Edmunds, *Study Guide Introduction to Clinical Pharmacology*, 7th ed. 8th edition Elsevier, ISBN: 978-0-323-07696-8 9780323189002

Edmunds, M. W. (2016). *Study Guide for Introduction to Clinical Pharmacology*, 8th edition, St. Louis, MI: Elsevier Mosby. ISBN-13: 978-0323189002 ISBN-10: 0323189008

Ackley, B. J., Ladwig, G. B., & Makic, M. B. (2017). *Nursing Diagnosis Handbook: An Evidence Based Guide to Planning Care*, 11th edition, St Louis, MI: Elsevier. ISBN-13: 978-0323085496 ISBN-10: 0323085490

Kaplan. (2016). *NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile*. Kaplan Publishing. ISBN: 9781506202174

Hacker, D., & Sommers, N. (2015). *A Writer's Reference* (8th ed.). Boston, MA: Bedford/St. Martin's. ISBN-13: 978-1457666766 ISBN-10: 1457666766

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 10/11/2016

Chancellor's Office Approval: 11/03/2016

VN 50 Pharmacology

Approved removal of Hybrid Delivery form course.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 10/11/2016

VN 51 Nursing Fundamentals

Approved Change hours from 66 to 68. Remove pass/no pass as a grading option. Update course objectives and Content. Update Assignments. Update textbook edition and change a textbook.

Burton and Ludwig, *Fundamentals of Nursing Care*, F.A. Davis, 2nd edition ~~2010~~ 2014, ISBN: 9780803619708 ~~9780803639744~~

~~Ackley & Ladwig, *Nursing Diagnosis Handbook* 10th ed., 2013, ISBN: 978032308549-6~~

Burton and Ludwig, *Fundamentals of Nursing Care Workbook*, F.A. Davis, 2nd edition 2014. ISBN: 9780803639751

Hacker, Diana, *A Writer's Reference*, 7th ed., ~~2011~~, Boston. Bedford/St. Martin's, ISBN 13: 978-0-312-60143-0 or 8th edition, 2014, ISBN-13: 978-1457666766.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

VN 51 Nursing Fundamentals

Approved removing HO 80A as prerequisite requirement.

Effective: Spring 2017

Approved: 09/06/2016

Board Approved: 10/11/2016

VN 52 Clinical Lab I

Approved increase in units from 6 to 7 and increase hours from 294 to 357, update course objectives and content, update course assignments, remove textbooks and update required textbook editions and add a textbook.

Vallerand & Sonoski, *Davis's Drug Guide for Nurses*, 13th-15th edition, F.A. Davis, 20127, ISBN13: 978-0-836-2834-2 ~~9780803657052~~

Kaplan. (2016). *NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile*. Kaplan Publishing.

Marti Burton & Linda Ludwig, *Fundamentals of Nursing Care*, FA Davis, 2nd edition 20112014, ISBN: 978-0803619708-978-0803639744

Marti Burton & Linda Ludwig, *Fundamentals of Nursing Care Workbook*, FA Davis, 2nd edition 2016, ISBN-13: 978-0803639751 ISBN-10: 0803639759

~~Edmonds, *Introduction to Clinical Pharmacology*, 7th ed., Elsevier, ISBN: 9780323073981.~~

~~Edmunds, *Study Guide Introduction to Clinical Pharmacology*, 7th ed. Elsevier, ISBN978-0-323-07696-8~~

Ackley & Ladwig, *Nursing Diagnosis Handbook*, 10th Ed. 11th edition, Mosby Elsevier, 20142017, ISBN:978032308549-6 13: 978-0323085496 ISBN-10: 0323085490

Hacker, Diana, *A Writer's Reference*, 7th ed., 2011, Boston. Bedford/St. Martin's, ISBN: 978-0-312-60143-0 or 8th edition, 2014, ISBN-13: 978-1457666766.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 10/11/2016

Chancellor's Office Approval: 11/18/2016

VN 53 Adult Nurse Theory II

Approved change in units from 6 to 7 and hours from 90 to 119, Remove pass/no pass as a grading option, changes in objectives, content and assignments. Correct ISBN on *Introductory Medical Surgical Nursing*. Add workbook and additional textbooks. Require 8th edition of *Writer's Reference*.

Barbara Timby, *Introductory Medical-Surgical Nursing*, 11th edition, 2014, Lippincott, Williams & Wilkins, ISBN: 978-14511872329

Timby, B. K., & Smith, N. E.; *Workbook for Introductory Medical-Surgical Nursing*, 11th edition, 2014. Philadelphia, PA: Wolter Kluwer and Lippincott Williams and Wilkins. ISBN-13: 978-1451187229 ISBN-10: 145118722X

Kaplan. (2016). *NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile*. Kaplan Publishing.

Vallerand & Sonoski, *Davis's Drug Guide for Nurses*, 14th edition, 2014, F.A. Davis, ISBN 9780803640856

Ackley, B. J., Ladwig, G. B., & Makic, M. B. (2017). *Nursing Diagnosis Handbook: An Evidence Based Guide to Planning Care*, 11th edition, St Louis, MI: Elsevier. ISBN-13: 978-0323085496 ISBN-10: 0323085490

Hacker, Diana, *A Writer's Reference*, 7th ed., 2011, Boston. Bedford/St. Martin's, ISBN 13: 978-0-312-60143-0 or 8th edition, 2014, ISBN-13: 978-1457666766.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 10/11/2016

Chancellor's Office Approval: 11/18/2016

VN 53 Adult Nursing Theory

Approved adding VN 59 as a corequisite.

Effective: Spring 2017

Approve: 09/06/2016

Board Approval: 10/11/2016

VN 54 Clinical Lab II

Approved change in hours from 294 to 306. Add VN 59 as a corequisite, update Course Student Learning Outcomes, update course objectives, update course content, update Assignments, update expected outside assignments,

Remove textbooks, add a textbooks and update editions.

~~Barbara Timby, *Introductory Medical-Surgical Nursing*, 11th edition, 2013, Lippincott, Williams & Wilkins, ISBN: 978-1451177329~~

~~Barbara Timby, *Introductory Medical-Surgical Nursing Workbook*, 11th edition, Lippincott, Williams & Wilkins, ISBN: 9781451187229~~

~~Clayton, Stock and Cooper, *Basic Pharmacology for Nurses*, 16th Edition, Mosby Elsevier, 2012, ISBN 9780323086547~~

~~Clayton, Stock and Cooper, *Basic Pharmacology for Nurses: Study Guide*, 16th Edition, Mosby Elsevier, 2012, ISBN: 9780323087001~~

Kaplan. (2016). *NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile*. Kaplan Publishing.

Burton, M. A., & Ludwig, L. J.; *Fundamentals of Nursing Care*, 2nd edition, 2015, Philadelphia, PA: F.A. Davis Company. ISBN-13: 978-0-8036-3974-4

Burton, M. A., & Ludwig, L. J. (2015). *Fundamentals of Nursing Care Workbook* 2nd edition; Philadelphia, PA: F.A. Davis Company. ISBN-13: 978-0803639751 ISBN-10: 0803639759

Ackley, B. J., Ladwig, G. B., & Makic, M. B.; *Nursing Diagnosis Handbook: An Evidence Based Guide to Planning Care*, 11th edition, 2017, St Louis, MI: Elsevier. ISBN-13: 978-0323085496 ISBN-10: 0323085490

Vallerand & Sonoski, *Davis's Drug Guide for Nurses*, 13th 14th edition, 2015, F.A. Davis, 2012, ISBN13: 978-0-836-2834-2 9780803640856

Hacker, Diana, *A Writer's Reference*, 7th ed. 2011, Boston. Bedford/St. Martin's, ISBN-13: 978-0-312-60143-0 or 8th edition, 2014, ISBN-13: 978-1457666766.

Effective: Spring 2017

Approve: 08/30/2016

Board Approved: 01/24/2017

VN 54 Clinical Lab II

Approved adding VN 59 as a corequisite.

Effective: Spring 2017

Approved: 09/06/2016

Board Approved: 01/24/2017

VN 55 Adult Nursing Theory III

Approve change in hours from 36 to 34. Change course title, description, remove pass/no pass as a grading option, SLO's, objectives, content, assignments. Add course objectives and content.

Change textbooks.

~~Williams and Hopper, *Understanding Medical Surgical Nursing*, 5th Edition, 2014, F.A. Davis, ISBN: 9780803640689~~

Dahlkemper, T.R.; *Anderson's Nursing Leadership, Management, and Professional Practice for the LPN/LVN in Nursing School and Beyond*, 5th edition, 2013, Philadelphia, PA: F.A Davis Company. ISBN-13: 978-0-8036-2960-8

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

VN 55 Adult Nursing Theory III

Approved adding VN 59 as a prerequisite and VN 60 as a corequisite.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

VN 56 Clinical Lab III

Approved change in catalog description, change clinical hours from 294 to 306, update course SLO's, course objectives, course content, assignments and expected outside assignments, update Text books and supplies

~~Barbara Timby, *Introductory Medical-Surgical Nursing*, 11th edition, 2013, Lippincott, Williams & Wilkins, ISBN: 978-1451177329~~

~~Clayton, Stock and Cooper, *Basic Pharmacology for Nurses*, 16th Edition, Mosby Elsevier, 2012, ISBN 9780323086547~~

~~Clayton, Stock and Cooper, *Basic Pharmacology for Nurses: Study Guide*, 16th Edition, Mosby Elsevier, 2012, ISBN: 9780323087001~~

Kaplan. (2016). NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile. Kaplan Publishing.

*Burton, M. A., & Ludwig, L. J.; *Fundamentals of Nursing Care*, 2nd edition, 2015, Philadelphia, PA: F.A. Davis Company. ISBN-13: 978-0-8036-3974-4*

*Burton, M. A., & Ludwig, L. J. (2015). *Fundamentals of Nursing Care Workbook*, 2nd edition, Philadelphia, PA: F.A. Davis Company. ISBN-13: 978-0803639751 ISBN-10: 0803639759*

Davis's Drug Guide for Nurses, 13th - 14th edition, by Vallerand & Sonoski, F.A. Davis, 2014, ISBN 13: 978-0-836-2834-2 9780803640856

~~Hatfield Leifer, Gloria, *Introductory Maternity & Pediatric Nursing*, 3rd-7th edition, LWW Elsevier Health Sciences, 2013, ISBN: 9781451147025 9781455770151~~

~~Hacker, Diana, *A Writer's Reference*, 7th ed. 2011, Boston. Bedford/St. Martin's, ISBN 13: 978-0-312-60143-0 or 8th edition, 2014, ISBN-13: 978-1457666766.~~

*Ackley, B. J., Ladwig, G. B., & Makic, M. B.; *Nursing Diagnosis Handbook: An Evidence Based Guide to Planning Care*, 11th edition, 2017, St Louis, MI: Elsevier. ISBN: 9780323322249*

Effective: Fall 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

VN 56 Clinical Lab III

Approved adding VN 59 as a prerequisite and VN 60 as a corequisite.

Effective: Spring 2017

Approved: 09/06/2016

Board Approved: 01/24/2017

VN 57 Maternity Nursing

Approved change in course hours from 36 to 34, remove pass/no pass as a grading option,

Update course objectives and course content, update assignments and expected outside

assignments, Update methods and evaluation and methods of delivery, Update edition of current

text book, add additional required texts

~~Hatfield~~Leifer, *Introductory Maternity & Pediatric Nursing*, 3rd 7th edition, 2013, LWW, Elsevier Health Sciences, ISBN: ~~9781451147025~~ 9781455770151
Kaplan. (2016). *NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile*. Kaplan Publishing.
Hacker, Diana, *A Writer's Reference*, 8th edition, 2014, Boston. Bedford/St. Martin's, ISBN-13: 978-1457666766.
Vallerand, A. H., & Sanoski, C. A.; *Davis's Drug Guide for Nurses*, 15th edition, 2015, Philadelphia, PA: F.A Davis Company. ISBN: 978-0803657052
Ackley, B. J., Ladwig, G. B., & Makic, M. B.; *Nursing Diagnosis Handbook: An Evidence Based Guide to Planning Care*, 11th edition, 2017, St Louis, MI: Elsevier. ISBN-13: 978-0323085496 ISBN-10: 0323085490
Effective: Spring 2017
Approved: 08/30/2016
Board Approved: 01/24/2017

VN 57 Maternity Nursing

Approved adding VN 59 as a prerequisite and VN 60 as a corequisite.
Effective: Spring 2017
Approved: 09/06/2016
Board Approved: 01/24/2017

VN 58 Pediatric Nursing

Approved change removing pass/no pass from grading option, update course objectives and course content, update assignments and expected outside assignments, update methods and evaluation and methods of delivery, Change current textbooks editions and add textbook.
~~Hatfield~~Leifer, *Introductory Maternity & Pediatric Nursing*, 3rd 7th edition, 2013, LWW, Elsevier Health Sciences, ISBN: ~~9781451147025~~ 9781455770151
Hacker, Diana, *A Writer's Reference*, 8th edition, 2014, Boston. Bedford/St. Martin's, ISBN-13: 978-1457666766.
Kaplan. (2016). *NCLEX-PN Premier 2016 with 2 Practice Tests: Online Book DVD Mobile*. Kaplan Publishing. ISBN: 9781506202174
Vallerand, A. H., & Sanoski, C. A.; *Davis's Drug Guide for Nurses*, 15th edition, 2015, Philadelphia, PA: F.A Davis Company. ISBN: 978-0803657052
Ackley, B. J., Ladwig, G. B., & Makic, M. B.; *Nursing Diagnosis Handbook: An Evidence Based Guide to Planning Care*, 11th edition, 2017, St Louis, MI: Elsevier. ISBN-13: 978-0323085496 ISBN-10: 0323085490
Effective: Spring 2017
Approved: 08/30/2016
Board Approved: 01/24/2017

VN 58 Pediatric Nursing

Approved adding VN 59 as a prerequisite and VN 60 as a corequisite.
Effective: Spring 2017
Approved: 09/06/2016
Board Approved: 01/24/2017

VN 59 Intravenous Therapy and Blood Withdrawal

Approved Adding VN 53 & VN 54 as corequisites

Effective: Spring 2017

Approved: 09/06/2016

Board Approved: 01/24/2017

Welding Technology

WT 52 Robotic Operations and Programing

Approved new course, 3.0 units, 17 lecture hours and 102 lab hours.

Catalog Description

This course is the first in a two part series in robotics. The course will provide a student with the skills to safely setup, program, and operate a robot using basic software functions.

Effective: Spring 2017 pending Chancellor's Office approval

Approved: 09/20/2016

Board Approved: 10/11/2016

WT 52 Robotic Operations and Programing

Approved adding to the discipline of Welding Technology

Effective: Spring 2017 pending Chancellor's Office approval

Approved: 09/20/2016

Board Approved: 10/11/2016

WT 53 Robotic Welding Operations and Programing (Advanced)

Approved new course, 3.0 units, 17 lecture hours and 102 lab hours.

Catalog Description

This course is the second in a two part series that expands on robotic programming.

Emphasis will be on robotic welding and ArcTool operations and programming. The course will also demonstrate the proper use of fixturing to secure weldments.

Effective: Spring 2017 pending Chancellor's Office approval

Approved: 09/20/2016

Board Approved: 10/11/2016

WT 53 Robotic Welding Operations and Programing (Advanced)

Approved adding to the discipline of Welding Technology

Effective: Spring 2017 pending Chancellor's Office approval

Approved: 09/20/2016

Board Approved: 10/11/2016

WT 53 Robotic Welding Operations and Programing (Advanced)

Approved adding WT 52 and WT 38 as a prerequisite

Effective: Spring 2017 pending Chancellor's Office approval

Approved: 09/20/2016

Board Approved: 10/11/2016

Noncredit Courses

BS 156 Practical Writing

Approved changes to course description, grading option, objectives, content, assignments, method of evaluation, and textbook. Updates and streamlines the course.

Catalog Description

This ~~summer bridge~~ course uses ~~contextualized learning~~ **practical applications of writing to** enable students to develop and improve their basic reading and writing skills ~~before entering college~~ **in everyday situations and the workplace.** Emphasis is placed on **effective use of grammar that is clear and relevant in both academic and vocational tasks.** ~~The student's community will provide the material for assignments,~~ While in the classroom they will learn, through lecture and writing exercises, ~~different methods for interpreting those experiences~~ **the importance of workplace communication in written and electronic form.** They will also be instructed in basic skills writing mechanics **and critical thinking skills** ~~note-taking~~ that will help them become more successful **in college, career, and everyday life** students.

The Oral History Reader, ed. Robert Perks and Alistair Thomson

Small Moments in Time, ed. Candace Toft

Workplace Communications, George J. Searles Pearson Education ISBN: 9780134271934

Effective: Fall 2016

Approved: 08/30/2016

Board Approved: 01/24/2017

BS 157 Practical Math

Approved changes to course description, grading option, objectives, content, assignments, method of evaluation, and textbook. Updates and streamlines the course.

Catalog Description

This basic skills course **integrates basic skills math and work based learning** uses ~~contextualized learning~~ to enable **prepare students for both academic and technical careers.** **While in the classroom, students will learn practical math applications and basic math skills** to develop and improve their basic math skills through real world applications ~~life situations.~~ ~~The student's community will provide the material for assignments, while in the classroom~~ They will learn, through lecture and exercises, how math can be used **to develop the skills needed to ensure both workforce and college success** in their daily lives. They will also be instructed in basic skills math **and problem solving** ~~that will~~ to help them **understand that math is essential preparation for success in college, career, and everyday life.** ~~become more successful college students.~~

~~Instructor-generated handouts~~

Foundational AGS Publishing: Basic Math Skills ISBN#978-0785429432

Foundational AGS Publishing: Basic Skills Student Workbook ISBN#978-0785429456

Foundational AGS Publishing: Consumer Mathematics ISBN# 978-0785435181

Foundational AGS Publishing: Consumer Mathematics Student Workbook ISBN#978-0785429549

Effective: Fall 2016

Approved: 08/30/2016

Board Approved: 01/24/2017

HUS 150 Kinship Care Education

Approved new non-credit course 34 hours lecture

Catalog Description

Explore the struggles with mental health, parenting basics, substance abuse, cultural diversity, support resources and positive fulfillment from being a parental figure for children whom have

been with the Foster system in California. The course is directed towards Kinicare providers and Foster families, but all are welcome. Kinship contracts, so instructors teach within regular load.
 Effective: Fall 2017 Pending Chancellor's Office Approval
 Approved: 05/23/2017
 Board Approved: 06/13/2017
 Chancellor's Office Approve:

HUS 150 Kinship Care Education

Approved assigning the disciplines of Counseling, Psychology, Sociology, or Addiction-Paraprofessional
 Effective: Fall 2017 Pending Chancellor's Office Approval
 Approved: 05/23/2017
 Board Approved: 06/13/2017

Program Degrees and Certificates

Administration of Justice

Administration of Justice AA & CA

Approve adding AJ 16 Supervision in Law Enforcement to required electives
 Effective: Fall 2017
 Approved: 12/06/2016
 Board Approved: 01/24/2017

Agriculture

Associate in Science Degree: Entrepreneurship in Food Science

Core: 25 units

| Course# | Course Title | Units |
|---------|---|-------|
| AGR 1 | Agriculture Accounting | 3.0 |
| AGR 4 | Agriculture Sales and Communication (new) | 3.0 |
| AGR 9 | Food Animal Selection | 3.0 |
| AGR 10 | Animal Science | 3.0 |
| AGR 11 | Beef Cattle Production | 3.0 |
| AGR 12 | Animal Health and Disease | 3.0 |
| AGR 13 | Feeds and Feeding | 3.0 |
| AGR 20 | Introduction to Plant Science | 4.0 |

Electives: 17 units (courses numbered 1-99)

General Education: 18 Units

Student Learning Outcomes:

Upon completion of the Associate in Science Degree in Agriculture Seeds to Sales the student will be able to:

1. Demonstrate basic principles of accrual accounting on an agriculture business.
2. Demonstrate effective animal husbandry practices, utilizing available nutrients to develop a least cost method of feeding
3. Plan and implement a meat production business from conception to consumer

Effective: Fall 2017 pending Chancellor's office approval
Approved: 10/18/2016
Board Approved: 11/08/2016

AS in Entrepreneurship in Food Science

Approve changing the name to Food Production and Marketing in Agriculture
Effective: Fall 2017
Approved: 01/31/2017
Board Approved: 06/13/2017

Automotive

Electrical Certificate of Accomplishment

Approved title change to Automotive Electrical Certificate of Accomplishment.
There may be some confusion about what kind of electrical (electricity, auto electrical, etc.) for students who receive this certificate/diploma.
Effective: 2017-2018 catalog
Approved: 05/02/2017
Board Approved: 06/13/2017

Business

Certificate of Accomplishment in Marketing

New Certificate of Accomplishment in Marketing
15.0 units

| Course # | Course Title | Units |
|----------|--------------------------------------|-------|
| BUS 2 | Introduction to Business | 3.0 |
| BUS 25 | Small Business Management | 3.0 |
| BUS 27 | Business Communications | 3.0 |
| BUS 50 | Principals of Social Media Marketing | 3.0 |
| BUS 51 | Introduction to Marketing | 3.0 |

Student Learning Outcomes:

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

1. Demonstrate an understanding of contemporary business principles, practices and organizational structures.
2. Demonstrate the ability to develop a social media marketing strategy.
3. Identify key marketing concepts necessary to help organizations satisfy customers' needs and develop a sustainable competitive advantage.
4. Evaluate existing organizations' marketing strategies and develop a revised marketing plan.

Effective: Fall 2017
Approved: 09/20/2016
Board Approved: 10/11/2016

Certificate of Accomplishment in Marketing

Approve inactivation of the Marketing Certificate of Accomplishment. BUS 50 & 51 were inactivated.
Effective: Immediately
Approved: 05/23/2017
Board Approved: 06/13/2017

Associate in Science Degree Office Administrative Assistant

Approved change in title to Administrative Office Technician, adding and deleting courses.

Associate in Science Degree ~~Office Administrative~~ Office Technician Assistant

Total units for the Associate in Science Degree: 60 units

Required Core Courses: 42

Complete the following 25 23 units

| Course No | Course Title | Units | | Business | 3.0 |
|--------------------|--|----------------|--------------------|---|----------------|
| BUS 1A | Accounting Principles-Financial | 4.0 | CA 3558 | Presentation Applications for | |
| BUS 10 | Human Resource Management | 3.0 | | Business | 1.5 |
| BUS 13 | Basic Accounting | 3.0 | CA 3760 | Email and Calendar Application | |
| BUS 19 | Office Procedures | 3.0 | | For Business | 1.5 |
| BUS 22 | Business Law | 3.0 | BUS 34A | Microsoft Word Beginning | 3.0 |
| BUS 27 | Business Communications | 3.0 | BUS 34B | Microsoft Word Advanced | 3.0 |
| BUS 78 | The Customer Service Advantage | 1.0 | CA 31 | Computer Applications | 2.0 |
| BUS 84 | Business Math | 3.0 | COT 52 | Keyboard-Level 2 | 1.0 |
| CA 3352 | Word Processing Applications for Business | 3.0 | | | |
| CA 3453 | Spreadsheet Applications for | | | | |

Required Electives: 17 19 units

The student may select from any of the following Business, Computer Applications, or Computer Office Technology courses

Business Courses

| | | | | | |
|-------------------|--|---------------------|---|---|----------------|
| BUS 1A | Accounting Principles-Financial | 4.0 | BUS 77 | Financing the Small Business Venture | 1.0 |
| BUS 1B | Accounting Principles-Managerial | 4.0 | BUS 79 | Computer Information Systems for Small Business Ventures | 2.0 |
| BUS 1C | Federal Income Tax | 3.0 | CS 1 | Computer Literacy | 3.0 |
| BUS 2 | Introduction to Business | 3.0 | ECON 10 | Macro-Economics | 3.0 |
| BUS 10 | Human Resource Management | 3.0 | ECON 11 | Micro-Economics | 3.0 |
| BUS 13 | Basic Accounting | 3.0 | <u>Computer Applications Courses</u> | | |
| BUS 18 | Records Management | 3.0 | CA 32 | Computer Applications II | 2.0 |
| BUS 22 | Business Law | 3.0 | CA 54 | Basic Computer Maintenance | 2.0 |
| BUS 25 | Small Business Management | 3.0 | CA 55 | Using a Word Processor | 0.5 |
| BUS 49 | Business Work Experience | 1.0-84.0 | CA 56 | Using a Spreadsheet | 0.5 |
| BUS 50 | Principles of Social Media Marketing | 3.0 | CA 57 | Using a Database | 0.5 |
| BUS 51 | Introduction to Marketing | 3.0 | CA 59 | Microsoft Windows | 2.0 |
| BUS 75 | Planning and Launching a New Business Venture | 1.0 | <u>Computer Office Technology</u> | | |
| BUS 76 | Marketing the Small Business Venture | 1.0 | COT 50 | Keyboarding, Level 1 | 1.0 |
| | | | COT 59 | Business Machines: 10 Key | 1.0 |

General Education Requirements: 18 units

Effective: Fall 2017

Approved: 11/01/2016

Board Approved: 12/22/2016

Office Administrative Assistant Certificate of Achievement

Approved 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 | BUS 27 | Business Communication | 3.0 |
| BUS 19 | Office Procedures | 3.0 | BUS 49 | Business Work Experience | 3.0 |

| | | | | | |
|---------|--------------------------|-----|--------|--|-----|
| BUS 78 | The Customer Advantage | 1.0 | CA 52 | Word Processing Applications for Business | 3.0 |
| BUS 84 | Business Math | 3.0 | CA 60 | Email and Calendar Applications for Business | 1.5 |
| BUS 34A | Microsoft Word Beginning | 3.0 | COT 52 | Keyboarding, Level 2 | 1.0 |
| BUS 34B | Microsoft Word Advanced | 3.0 | GOT 59 | Business Machines: 10-Key | 4.0 |
| CA 31 | Computer Applications I | 2.0 | | | |
| CA 32 | Computer Applications II | 2.0 | | | |

Effective: Fall 2017

Approved: 12/06/2016

Board Approved: 01/24/2017

Digital Graphic Design

Digital Graphic Design Degrees and Certificates

Approved Change in title to Graphic Design everywhere in the program on the AS, CA, CTE, the three COAs, and on the catalog page. The Transfer Model Curriculum states the program is Graphic Design. All Graphic Design Programs at other Colleges and Universities are usually called Graphic Design not Digital Graphic Design.

Effective: 2017-2018 Catalog

Approved: 04/18/2017

Board Approved: 06/13/2017

Fire Science

Certificate of Accomplishment Fire Technology

Approved new COA

Required Core Courses: 9.5 units

| Course # | Course Title | Units |
|----------|---|-------|
| 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. Perform CPR

Effective: Fall 2017 Pending Chancellor's approval of new courses

Approved: 01/31/2017

Board Approved: 06/13/2017

Fire Technology AS & CA

Approve adding new courses FS 53, FS 54, FS 58, FS 59, FS 80, and FS 81 to the required electives.

Effective: Fall 2017
 Approved: 01/31/2017
 Board Approved: 06/13/2017

General Education

AA/AS General Education Area A

Approve adding BIOL 32L General Biology to GE Area A
 Effective: Fall 2017
 Board Approved: 06/13/2017

AA/AS General Education Area A

Approved adding new course AGR 19 Introduction to Soil Science.
 Effective: Fall 2016
 Approved: 08/30/2016
 Board Approved: 01/24/2017

CSU, GE and IGETC Submissions

Approved submissions for December 2016.

| Course | CSU GE Area | IGETC Area |
|--|-------------|------------|
| Agr 10 Introduction to Animal Science | B2 & B3 | 5B w/lab |
| Agr 19 Introduction to Soil Science | B1 & B3 | 5A w/lab |
| Agr 20 Introduction to Plant Science | B3 | 5B w/lab |
| Art 13 Lettering Design/Typography | C1 | |
| Art 16 Digital Layout: Designing for Publication | C1 | |
| Art 23 Beginning Printmaking | C1 | |
| Art 25 Computer Graphics | C1 | |
| Art 43A Beginning Jewelry Hand Building | C1 | |
| CARS 2 Career Exploration | E | |
| Engl 34 Studies in Poetry | C2 | 3B |
| Hist 14 World History, Beginning to 1500 | | 3B |
| Hist 15 World History, 1500 to Present | | 3B |
| Hist 16 U.S. History | C2 | 3B |
| Hist 17 Post-Civil War – U.S. History | C2 | 3B |

Approved: 12/06/2016
 Board Approved: 01/24/2017

Health Occupations

Certificate of Accomplishment in Clinical Medical Assistant

14 10.5 units

| Course Title | Units |
|--|----------------|
| HO 3 Medical Terminology | 3.0 |
| HO 54 Structure and Function of the Human Body | 3.0 |
| HO 82 Principles of Infection Prevention and Sterile Technique | 1.5 |
| HO 84 Introduction to Patient Care | 2.0 |
| HO 85 Diagnostic Testing | 1.0 |
| HO 88 Phlebotomy | 3.5 |

Effective: 2015-2016 Catalog
 Approved: 10/18/2016
 Board Approved: 01/24/2017

Administrative Medical Assisting Certificate of Accomplishment

Approved changes in the Administrative Medical Assisting COA

Core: ~~8~~10.0 units

| Course Title | Units |
|---|----------------|
| HO 3 Medical Terminology | 3.0 |
| HO 70 Medical Assisting: Core | 24.0 |
| HO 71 Medical Assisting: Administrative | 26.0 |
| HO 49 Work Experience | 1.0 |

Effective: 2016-2017 catalog

Approved: 11/01/2016

Board Approved: 01/24/2017

Clinical Medical Assisting Certificate of Accomplishment

Approved changes to Clinical Medical Assisting COA

Core: ~~14~~10 units

| Course Title | Units |
|---|----------------|
| HO 3 Medical Terminology | 3.0 |
| HO 54 Structure and Function of the Human Body | 3.0 |
| HO 82 Principles of Infection Prevention and Sterile Technique | 1.5 |
| HO 84 Introduction to Patient Care | 2.0 |
| HO 85 Diagnostic Testing | 1.0 |
| HO 70 Medical Assisting: Core | 24.0 |
| HO 72 Medical Assisting: Clinical | 6.0 |

Effective: 2016-2017 Catalog

Approved: 11/01/2016

Board Approved: 01/24/2017

Medical Assisting Certificate of Achievement

Approved changes to Medical Assisting CA

Core: ~~19~~18.0 units

| Course Title | Units |
|---|----------------|
| HO 3 Medical Terminology | 3.0 |
| HO 54 Structure and Function of the Human Body | 3.0 |
| HO 70 Medical Assisting: Core | 24.0 |
| HO 71 Medical Assisting: Administrative | 26.0 |
| HO 72 Medical Assisting: Clinical | 6.0 |
| HO 49 Work Experience | 2.0 |
| HO 82 Principles of Infection Prevention and Sterile Technique | 1.5 |
| HO 84 Introduction to Patient Care | 2.0 |
| HO 85 Diagnostic Testing | 1.0 |
| HO 88 Phlebotomy | 3.5 |

Effective: Pending Advisory Committee approval and Chancellor's Office approval.

Approved: 11/01/2016

Board Approved: 01/24/2017

Humanities

AA Degree University Studies Emphasis in Humanities

Approved adding new course ENGL 34 Studies in Poetry as one more option for students to choose from.

Effective: Fall 2016

Approved 08/30/2016

Board Approved: 01/24/2017

Natural Science

AA Degrees University Studies and General Education Emphasis in Natural Science

Approved adding new course AGR 19 Introduction to Soil Science as on more option for students to choose from.

Effective: Fall 2016

Approved: 08/30/2016

Board Approved: 01/24/2017

Physical Education

AA Degrees University Studies and General Education Emphasis in Physical Education

Approved adding two new courses PEAC 5A.02 & PEAC 5C.02 to PE elective. Change units on PEAC 5A & PEAC 5C from 3 to 2 units.

Effective: Fall 2016

Approved: 08/30/2016

Board Approved: 01/24/2017

Vocational Nursing

AS/CA Vocational Nursing

Approved adding VN 59 and VN 60 to AS and CA in Vocational Nursing.

Effective: Spring 2017

Approved: 08/30/2016

Board Approved: 01/24/2017

Welding

Welding Technology 2 year Certificate

Approved removal of BUS 2 Introduction to Business and replace with BUS 25 Small Business Management in electives. Course would better suite students who are going to work for themselves.

Effective: Fall 2016

Approved: 11/01/2016

Board Approved: 01/24/2017

Other Curriculum Actions

Approve the Nomination and Election of 2016-2017 Curriculum and Academic Standards Committee Chair

Sue Kelley nominated Alison Somerville Cheryl Aschenbach seconded: MSCU

Approve the Nomination and Election of 2016-2017 Curriculum and Academic Standards Committee Vice Chair

Cory McClellan nominated Chery Aschenbach Chad Lewis seconded: MSCU

CTE/Transitions High School Articulation Agreements with LCC

Approved Articulation Agreements with LCC for 2016-2018

Approved: 03/21/2017

Board Approved: 06/13/2017

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 | Spring |
| Sept 6 th & 20 th | Jan 17 th & 31 st |
| Oct 4 th & 18 th | Feb 21 st |
| Nov 1 st & 15 th | March 7 th & 21 st |
| Dec 6 th | April 4 th & 18 th |
| | May 2 nd & 16 th |

Academic Accommodations

Math substitution course list

AP 5140

LCC course substitution petition

Approved: 10/18/2016

Guidelines for double counting of units for Associate Degree

Approved changing the language on page 29 of the Curriculum and Academic Standards Handbook on double counting for University Studies and AD-T degrees.

2. Double counting for the University Studies and AD-T degrees:

~~For the University Studies degrees core/major coursework may be double counted with general education coursework as long as the total of core/major and general education equals forty five (45) units.—~~

a. Double counting allows units to be used to fulfill both major prep and transfer general education requirements.

b. The maximum number of “double counted” units is limited to the number of units assigned to each GE Area

c. Courses can only be double counted in one GE Area.

Effective: Fall 2017

Approved: 05/16/2017

Board Approved: 06/13/2017

Language for Hybrid Delivery for Incarcerated Student

Approved Language for Hybrid Delivery for Incarcerated Student

Method of Instruction - Hybrid Delivery for Incarcerated Students

Hybrid delivery for incarcerated students shall consist entirely of face-to-face instruction except in cases when students are affected by lockdown or other unforeseen prison-enforced circumstance that disrupts regularly-scheduled faculty instruction to students and places delivery of required instructional hours in jeopardy. In those cases, packets of correspondence materials, including additional readings and assignments intended to substitute for the equivalent face-to-face instructional content and time, will be provided to students.

Method of Evaluation – Hybrid Delivery for Incarcerated Students

For hybrid delivery for incarcerated students, given that it is intended to be face-to-face except for periods of lockdown or other unforeseen prison-enforced circumstance that disrupt regularly-scheduled faculty instruction, evaluation will consist primarily of the same methods used in traditional face-to-face delivery: exercises/assignments, objective and essay examinations, and classroom projects or activities. When correspondence materials are used to substitute for traditional face-to-face delivery during periods of lockdown, evaluation will consist primarily of written assignments, projects, quizzes, or exams.

Approved: 05/23/2017

Board Approved: 06/13/2017