April 8, 2014 - Tuesday
3:00 PM
TECC – HU102

Meeting Called to Order at 3:13 pm

Members Present:
Ms. Cheryl Aschenbach, Chair
Ms. Lisa Gardiner
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
Ms. K.C. Mesloh, Transfer Center Assistant
Ms. Fran Oberg

Staff Present:
Ms. Debbie Shockley, Instructional Services Technician

Members Absent:
Ms. Elizabeth Elam
Ms. Susan G. Mouck
Ms. Toni Poulsen
Dr. Tammy Robinson, Dean of Instructional Services
Ms. Alison Somerville, Articulation Officer, Vice Chair
Ms. Stephney Stuart
ASB Representative – Elizabeth Fernandez

Guests:
Ms. Colleen Baker

1. **Agenda Approved with changes (Gardiner/McClellan: MSCU)**

2. **Approve Meeting Minutes: March 25, 2014 meeting (Gardiner/McClellan: MSC with Lewis Abstaining)**

3. **Action taken by Curriculum Subcommittee**
   A. **BUS-10 – Human Resource Management**
      Reviewed for Business IPR with recommendations to revise text to remove: *Effective Human Relations,* Reece, Brandt & Howie, 11th ed., 2011, South-Western Cengage Learning, ISBN 13-978-0-538-74750-9; and replace it with Reece, Brandt & Howie, *Effective Human Relations*, 12th ed., 2013, South-Western Cengage Learning, ISBN-13: 9781133960836.
      Effective: Fall 2014

   B. **BUS-18 – Records Management**
      Reviewed for Business IPR with recommendations to revise texts to remove: Required: "Record Management Simulation", Read & Ginn, 8th Edition, Thomson, 2007, ISBN 139780538729703.and Judy Read, Mary Lea Ginn, ISBN-13:9780538731423, 300 pages, 2011, and Optional: "Records Management", Read & Ginn, 8th Edition, Thomson, 2007, ISBN 139780538729567.; and replace

them with Required: Read & Ginn, *Record Management Simulation*, 9th Edition; Cengage Learning, 2011; ISBN 13 – 9780538731423, and Judy Read and Mary Lea Ginn, *Records Management*, 9th Edition; Cengage Learning, 2011; ISBN-13:9780538731416..
Effective: Fall 2014

C.   **BUS-19 – Office Procedures**
Reviewed for Business IPR with no recommendations for change.
Effective: Fall 2014

D.   **BUS-22 – Business Law**
Reviewed for Business IPR with recommendations to revise text to remove Ashcroft and Ashcroft, "Law for Business", Cengage Learning, 17th edition (2011), ISBN-10:0324786530; and replace it with the Ashcroft and Ashcroft, *Law for Business*, Cengage Learning, 18th edition (2013), ISBN 13-9781133587613.
Effective: Fall 2014

E.   **BUS-25 – Small Business Management**
Reviewed for Business IPR with no recommendations for change.
Effective: Fall 2014

F.   **COT-59 – Business Machines 10-Key**
Reviewed for Business IPR with recommendations to revise text to remove: *Calculators: Printing and Display*, 4th Edition, Pasewark, William R., Southwestern Publishing (2005). ISBN 13978-0538439909; and replace it with Pasewark, William R., *Calculators: Printing and Display*, 5th Edition, Southwestern Publishing (2012). ISBN 13 - 9780840065353.
Effective: Fall 2014

G.   **CS-1 – Computer Literacy**
Reviewed for Business IPR with recommendations to revise text to remove: "Technology in Action", 9th Edition. Alan Evans, Kendall Martin, & Mary Anne Poatsy. Pearson, Prentice Hall. ISBN 13: 978-0132838733; and replace it with Alan Evans, Kendall Martin, & Mary Anne Poatsy, *Technology in Action*, 10th Edition, Pearson-Prentice Hall (2013), ISBN 13: 9780133056228.
Effective: Fall 2014

H.   **PSY-33 – Psychology of Personal and Social Adjustment**
Revise text to remove: Weeten, Lloyd, Dunn & Hammer, *Psychology Applied to Modern Life, Adjustment in the 21st Century,* 10th ed., Wadsworth Cengage Books, ISBN 9781111186630, 2012; and replace it with Corey and Corey, *I Never Knew I Had a Choice*, 2014, Cengage, ISBN 9781285067681.
Effective: Fall 2014

I.   **Associate in Science Degree in Early Childhood Education for Transfer**
Reviewed for Child Development IPR with no changes recommended.
Effective: Fall 2014

J.   **Certificate of Achievement in Child Development**
Reviewed for Child Development IPR with no changes recommended.
Effective: Fall 2014

K.   **Certificate of Accomplishment in Child Development Associate Teacher**
Reviewed for Child Development IPR with no changes recommended.

Effective: Fall 2014

4.   <u>**Action**</u>

    A.   <u>**ANTH-3 – Introduction to Archaeology (Gardiner/McClellan: MSCU)**</u>
Revise ==Catalog Description to==: *A survey of human world history and prehistory as identified by the archaeological record. Emphasis is placed on major changes in human technological, economic and social development over the course of two million years of the human material record, including such topics as such as the history of archaeology, ethics involved in research, types of data used, theory and methodology, dating techniques, methods of survey and site excavation, analysis and interpretations, and reasons to preserve the past. The methods and techniques of archeology are studied so that students develop an understanding of how archeologists reconstruct the past and interpret the complexity of stones, bones, ceramics and buildings uncovered during archeolical excavations. Case studies from the excavation of major archaeological sites around the world are examined and discussed as examples.* ==Add additional SLO==: Upon completion of this course the student will be able to:

1. Given a set of problems or questions regarding the nature of archaeological research: distinguish major analytical techniques (such as lithic analysis, faunal analysis, etc.), identify major theoretical approaches for interpreting archaeological data; apply basic archaeological method and theory to draw an interpretation; and place specific persons, events and broad ideas in archaeology within their historical context.
2. Given a set of problems, questions, or being presented with a specific artifact assemblage, architectural design, or archaeological site: apply basic analytical methods common in archaeology to solve a problem; evaluate and discuss potential interpretations of the data presented; identify important site features, technologies, architecture or artifacts and place them in proper cultural, geographic and chronological contexts.
3. Describe the reasons behind and the goals for preserving the past.
4. Describe the relationship between anthropology and archaeology.
5. Illustrate the use of archeological methods with reference to cultural sequence.

Also revise Course Content. Changes are being made to align with C-ID requirements.
Effective: Fall 2014

    B.   <u>**ART-1A – Two-Dimensional Design (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $125.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Effective: Fall 2014

    C.   <u>**ART-12 – Gallery Operation and Exhibition Design (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated text: remove What is Exhibition Design? by Jan Lorenc, ISBN10: 2888931273, ISBN13:782888931270; and add Tom Klobe, *Exhibitions: Concept,*

Planning and Design, American Alliance of Museums Press, 2/15/2013, ISBN-13: 9781933253695
Effective: Fall 2014

D.   <u>**ART-25 – Computer Graphics (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated CS to CC throughout document.
Effective: Fall 2014

E.   <u>**ART-28 – Intro to Web Design (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Effective: Fall 2014

F.   <u>**ART-51 – Letter Design-Typography (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated CS to CC throughout document.
Effective: Fall 2014

G.   <u>**ART-52 – Marketing Yourself as an Artist/Designer (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $145.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated text to change from "Required" to "Recommended".
Effective: Fall 2014

H.   <u>**ART-60A –Production Graphics (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated CS to CC throughout document.
Effective: Fall 2014

I.   <u>**ART-60B – Advanced Production Graphics (Gardiner/McClellan: MSCU)**</u>
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated CS to CC throughout document.
Effective: Fall 2014

J. **ART-60A – Advanced Production Graphics (Gardiner/McClellan: MSCU)**
Approve Content Review for ART-60A Production Graphics as a Prerequisite for ART-60B Advanced Production Graphics.
Effective: Fall 2014

K. **ART-64 – Digital Illustration (Gardiner/McClellan: MSCU)**
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $70.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Updated CS to CC throughout document.
Effective: Fall 2014

L. **ART-130 – Mural Painting Workshop (Gardiner/McClellan: MSCU)**
Revise Catalog Description to include the addition of materials list and costs, and minor adjustments. "*Students must provide additional materials and supplies at an estimated cost of $15.*" Revise Representative Texts and Supplies to include materials and supplies to be supplied by Student.
Add new textbook: Rizzoli, Murals of New York City: The Best of New York's Public Paintings from Bemelmans to Parr sh, (October 8, 2013). ISBN-10: 0847841480, ISBN-13: 978-0847841486.
Effective: Fall 2014

M. **AT-91 – Smog Check Training Level 2 – 32-Hour Course (Gardiner/McClellan: MSCU)**
Propose a new course that will provide certification for Smog Technicians.
Catalog Description: *The Smog Check Training 32 Hour Course is intended to provide students the knowledge, skills, and abilities needed to perform Smog Check inspections. Students who successfully complete this training will have met the California State Bureau of Automotive Repair's training requirements to qualify to take the Smog Check Inspector state licensing examination.* Course is 1.0 unit (8 hours lec/24 hours lab).
Effective: Fall 2014

N. **GEOG-2 – Cultural Geography (Mesloh/Lewis: MSCU)**
Approve revision to Catalog Description (*The study of the varieties of human use and misuse of ecological landscapes. through the beliefs, politics, institutions, and technologies employed by differing cultural regions: Europe, Africa, Asia, North and South America, Australia, and Oceania. **Emphasis is placed on the regional distribution of population, settlement patterns and migration, religion, ethnicity, political organization, economic systems, agriculture and industry.** This course has been approved for correspondence delivery.)* SLO revisions are:
Upon completion of this course the student will be able to:
1. Identify and describe varieties of human uses and misuse of ecological landscapes. ~~through the beliefs, politics, institutions, and technologies employed by differing cultural regions~~.
2. **Describe how the political, economic, religious, and traditional beliefs of various cultures influence the relationship with the natural environment.**
Also revisions to Course Content, Assignments, and Text (remove Human Geography: Culture, Society, and Space, by Harm J. de Blis*; and replace with,* Rubenstein, J. *The Cultural Landscape: An Introduction to Human Geography*, 10th Edition, Prentice Hall, 2011, ISBN: 9780321677358*).*

Effective: Fall 2014

O. HIST-16 – U.S. History (Gardiner/Lewis: MSCU)
Assignments/Specific Assignments that Demonstrate Critical Thinking. Changes allow course to fall in line with C-ID guidelines.
Effective: Fall 2014

P. Certificate of Accomplishment – Graphic Design (Gardiner/McClellan: MSCU)
Reactivate Certificate of Accomplishment in Graphic Design with revisions to title to Certificate of Accomplishment –Digital Graphic Design Fast Track I. This certificate will become the first phase (one semester) of an accelerated two semester CTE program to boost student pathway into the career work force.

ART-1A	Two-Dimensional Design	3 Units
ART-28	Beginning Web Design	3 Units
ART-52	Marketing Yourself as an Artist/Designer	2 Units
ART-60A	Production Graphics	3 Units
ART-64	Digital Illustration	3 Units
ART-49A/49	Work Experience	2 Units
		16 Units.

Effective: Fall 2014

Q. Certificate of Accomplishment – Digital Graphic Design Fast Track II (Gardiner/McClellan: MSCU)
Propose a new program that is designed to offer CTE students who wish to quickly enter into the graphic design work force an accelerated option.

ART-60B	Advanced Production Graphics	2 units
ART-16	Digital Layout-Designing for Publications	3 Units
ART-19	Beginning Digital Photography	2 Units
ART-51	Lettering Design-Typography	3 Units
ART-25	Computer Graphics	3 Units
ART-49A/49	Work Experience	3 Units
		16 Units.

There is concern that these Digital Graphic Design Certificates are a heavy load for one faculty. There is also concern that there will be enough students in the required classes that will allow the District to not cancel them.
Effective: Fall 2014

R. AJ-71 – Off Post Training for CDCR Custody Staff (Gardiner/McClellan: MSCU)
Assign AJ-71 Off-Post Training for CDCR Custody Staff to the Discipline of Administration of Justice.
Effective: Fall 2014

S. AT-91 – Smog Check Training Level 2 - 32 hour Course (McClellan/Konkol: MSCU)
Assign AT-91 Smog Check Training Level 2 – 32 Hour Course to the Discipline of Automotive Technology.
Effective: Fall 2014

5.   **Discussion**

6.   **Future Dates**

   Curriculum/Academic Standards Meeting Schedule (first and third Tuesdays)
   Note: Additional meetings may be scheduled as needed.

   Spring 2014 *(Revised dates for March/April)*
   April 22
   May 6, (20)
   The next two meetings will not be held in the TECC due to a conflict with training courses being held. Another location will be determined and will be forwarded to the Committee.

7.   **Information**

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

   Instructional Program Reviews Due
   Welding Technology – May 2013
   Automotive Technology – May 2014
   Agriculture – May 2014
   Child Development – May 2014

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

9.   **Adjournment at 3:38PM (Konkol/Gardiner: MSCU)**

10. **Future Agenda**