



Notice of Regularly Scheduled Meeting
September 16, 2014 - Tuesday
3:00 PM
TECC (HU102)

Meeting Called to Order at 3:01pm

Members Present:

Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
Ms. KC Mesloh
Ms. Susan G. Mouck
Ms. Fran Oberg
Ms. Toni Poulsen
Ms. Alison Somerville, Articulation Officer, Vice Chair
Ms. Stephney Stuart

Staff Present:

Ms. Susan Kelley, Interim Instructional Services Technician

Members Absent:

ASB Representative
Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director

Guests Present:

Nancy Bengoa-Beterbide
Brian Murphy

1. **Agenda Approved (Poulsen/Gardiner: MSCU)**
2. **Approved Meeting Minutes: September 2, 2014 meeting: (Gardiner/Elam: MSC with 1 Abstaining-Stuart)**
Information only: May 20, 2014 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **Associate in Science Degree in Accounting**
Reviewed for Business IPR with no recommended changes
 - B. **Associate in Science Degree in Business Administration for Transfer**
Reviewed for Business IPR with no recommended changes

- C. **Associate in Science Degree Office Administrative Assistant**
Reviewed for Business IPR with no recommended changes
- D. **Certificate of Achievement in Office Administrative Assistant**
Reviewed for Business IPR with no recommended changes
- E. **Certificate of Accomplishment in Entrepreneurship**
Reviewed for Business IPR with no recommended changes
- F. **CA-150 Computer Skills for Senior Adults**
Reviewed for Business IPR with no recommended changes

4. **Action**

A. **ED 2-Introduction to Elementary Classroom Instruction: (Poulsen/Lewis: MSCU)**

Approved course ED 2-Introduction to Elementary School. This course will be a core requirement in a new associate degree for transfer AA-T in Elementary Teacher Education.

Catalog Description:

This interactive course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

Student Learning outcomes:

1. Produce instructional materials appropriate for teaching students at the elementary school level.
2. Demonstrate appropriate classroom management strategies.
3. Employ multiple and varied teaching strategies.
4. Employ multiple and authentic learning assessments in classroom instruction.

3.0 Units (51 lecture hours)

Effective: Fall 2015

B. **ED 2-Introduction to Elementary Classroom Instruction: (Mouck/Elam: MSCU)**

Assign ED 2-Introduction to Elementary School to the discipline of Education.
Effective: Fall 2015

C. **FS 65-Fire Prevention1: (Tabled Elam/McClellan: MSCU)**

Approve Course FS 65-Fire Prevention 1. This course will meet the needs of the Agency.

Questions were asked about how this class relates to FS 66 Fire Prevention 1A & FS 67 Fire Prevention 1B. The titles are very similar, so if the content is distinct

to Company Officers, maybe the title should be changed to Fire Prevention for Company Officers. Item tabled until questions can be answered.

D. FS 65-Fire Prevention 1: (Tabled Elam/McClellan: MSCU)

Assign FS 65-Fire Prevention 1 to the discipline of Fire Technology.

Item tabled until questions asked for Action Item C are answered

E. FS 65-Fire Prevention1: (Tabled Elam/McClellan: MSCU)

Assign FS 65-Fire Prevention1 to Associate of Science Degree and Certificate of Achievement in Fire Technology as a required elective.

Item tabled until questions asked for Action Item C are answered

F. HUS 62-Paraprofessional Counselling Skills in Residential Care: (Mesloh/Gardiner: MSCU)

Remove from the required electives in Associate in Science Degree Drug and Alcohol Paraprofessional, Certificate of Achievement Drug and Alcohol Paraprofessional, Associate of Science Degree Human Services, and Certificate of Achievement Human Services since course was inactivated September 2, 2014.
Effective: Fall 2015

G. HUS 64-Residential Care Regulations: (Mesloh/Gardiner: MSCU)

Remove from the required electives in Associate in Science Degree Drug and Alcohol Paraprofessional, Certificate of Achievement Drug and Alcohol Paraprofessional, Associate of Science Degree Human Services, and Certificate of Achievement Human Services since course was inactivated September 2, 2014.
Effective: Fall 2015

5. Discussion

A. AJ 11-Youth Gangs in America

Approve new course AJ 11-Youth Gangs in America.

Catalog Description:

This course explores youth gang activity in the United States, focusing primarily on contemporary street gangs. The social conditions that lead to emergence are considered, as well as perceptions of the gang problem. Also considered are racial and ethnic differences between gangs and potential solutions to the challenges that youth gangs present.

Student Learning Outcomes:

1. Summarize the history and growth of youth gangs. Identify specific youth gangs their nature and origin, by characteristics, subculture, activities and structure.
2. Explain in detail the various theories of deterrence.
3. Provide detailed plans of community and national intervention strategies.

3.0 Units (51 Lecture hours)

Effective: Spring 2015

Remove information for live interactive delivery, update to new course outline format, and update prerequisites. Also use the correct language for online and correspondence delivery and evaluation.

B. Certificate of Accomplishment-Basic Mechanics

From the new IPR the advisory committee recommended that we incorporate NATEF standards and ASE certificates into existing curriculum, including the revisions to course outlines and realignment of College certificates with ASE certifications.

Total Units: 12

Courses:

AT 50-Car Care Basics	3 units
AT 54-Brakes	3 units
AT 56-Steering and suspension	3 units
AT 80-Basic Electrical	3 units

Effective: Fall 2014

C. MA 80-Introduction to Medical Assisting

Course proposed for beginning of proposed medical assisting program.

Catalog Description:

This course is designed to provide specific information and skills training required for Medical Assistants. Areas covered will be role responsibilities, patient records and office management functions, clinical office and emergency procedures, insurance billing, job search, performance improvement, and effective communication skill.

Student Learning Outcomes: Upon completion of this course, the student will:

1. Demonstrate understanding of fundamental medical assisting theory and practice through written and verbal explanations.
2. Demonstrate the ability to explain medical assisting procedures used in administrative and clinical settings.

3 Units (51 Lecture hours)

Effective: Spring 2015

Change course number to HO. Change prerequisite to HO 54-Basic Structure and Function of the Human Body and include other prerequisites already discusses. Remove any outcome or objective for material not being taught in the course (i.e. Anatomy and Physiology). Figure out whether CPR is being taught within the class or included as a pre-req.: make content and objectives adjustments as needed. Consistently refer to patients rather than occasionally to clients. Explain what BLS stands for in course content #9 & 10.

D. MA 81A-Medical Assisting: Clinical Lab I

Course proposed for beginning of propose medical assisting program.

Catalog Description:

Application of basic medical assistant skills in a laboratory setting and experience in giving supervised medical assistant care to a selected patient population. Total clinical hours are 153. Clinical hours may vary from week to week.

Student Learning Outcomes: Upon completion of this course, the student will:

1. Demonstrate the ability to perform vital signs & measurements and collect laboratory specimens as appropriate for a beginning medical assistant.
2. Demonstrate application of safe and appropriate medical assistant skills consistent with beginning level of medical assistant.

3. Demonstrate the ability to prioritize medical assistant care consistent with beginning level medical assistant.
 4. Demonstrate effective communication with family, clients, physicians and other clinical site staff regarding the client's health status at a level consistent with beginning level medical assistant.
- 3 Units (153 Lab hours)
Effective: Spring 2015

Change course number to HO numbers instead of creating a new discipline of MA. Make course content and objectives flow better and are more clearly specific to instruction in a lab setting. Change clients to patients in objectives to be consistent. Clarify whether CPR is being taught in this class and adjust content and objectives as needed. Some of the lab items should be done as homework assignments (i.e. job search; correct this.

6. Future Dates

Curriculum/Academic Standards Meeting Schedule for First and Third Tuesdays at 3:00 PM in the TECC

Note: Additional meetings may be scheduled as needed.

Fall

October 7 & 21
November 4 & 18
December 2

Spring

January 20
February 3 & 17
March 3 & 17
April 21
May 5

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
Agriculture – May 2014
History/Social Science/Sociology/Psychology/Anthropology-May 2015
Work Experience-May 2015
Fire Technology- May 2015
Gunsmithing-May 2015
Welding-May 2015
Vocational Nursing-May 2015

Any Person Having Business Not on the Agenda

What are the prerequisites for FS-60? Students are being told that they need to talk to Dave Trussell to see if they have completed them, but no pre-requisites are included on the course outline, in the Curriculum Action Log, or in the catalog. If there are pre-requisites expected, action should be taken to list them on the course outline. Cheryl will contact Dave to Clarify.

Adjourned at 3:28pm (Stuart/Poulsen: MSCU)

Future Agenda