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Notice of Regularly Scheduled Meeting  
October 7, 2014 - Tuesday  
3:00 PM  
TECC (HU102)

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**Called to Order at 3:02 PM**

**Members:**

Ms. Elizabeth Elam  
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

**Members Absent:**

Ms. Cheryl Aschenbach, Chair  
Ms. Lisa Gardiner  
Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director  
ASB Representative

**Guests:**

Ms. Nancy Bengoa-Beterbide

**Staff:**

Ms. Susan Kelley, Instructional Services Technician

- 1. Agenda Approved with Tabeling C,D,E &F (Mouck/Konkol: MSCU)**
- 2. Approved Meeting Minutes: September 16, 2014 meeting (Elam/McClellan: MSCU)**
- 3. Action taken by Curriculum Subcommittee**

**A. Art 9-History of Asian Art**

Replaced require text that was removed by mistake in March 2014.

Required Text: Fred S. Kleiner, "Gardner's Art Through the Ages Non-Western Perspective" 13th edition Wadsworth Cengage Learning, ISBN 13-97804955573678; ISBN 10-0495573671

Recommended: Rebecca M. Brown & Deborah S. Hutton, "Asian Art", Blackwell Publishing, 2006, ISBN: 10:1405122412  
Effective Fall 2014

**B. CG 1- Strategies for Creating Success in College and in Life**

Changed to appropriate reading (remove reference to concise 12<sup>th</sup> edition textbook) and change of ISBN for the textbook listed, Actual textbook is not changing.

Effective Fall 2014

**4. Action**

**A. AA in Kinesiology for Transfer (Mesloh/Elam: MSCU)**

Removed PEAC 6B Pre-season Skills and Conditioning for Wrestling from the Team Sports Option within the required core. Course could not be articulated as required for all degrees for transfer, so it can't be included in the degree being submitted to the Chancellor's Office for approval.

Effective: Fall 2015

**B. AGR 10-Introduction to Animal Science (Mouck/Elam: MSCU)**

Add Course Objective, change Course Content, and add Lab activities.

Change Textbook ~~Animal Science, ISBN: 0-07-366175-9.~~ **Robert E Taylor and Thomas Field, "Scientific Farm Animal Production" 10<sup>th</sup> edition, January 2011, Prentice Hall Publisher, ISBN#97801351199.**

Revised course to be consistent with C-ID course descriptor.

Effective: Fall 2015

**C. AGR 11-Beef Cattle Production (Tabled)**

Add to Course Objectives, Content, and add Lab Activities.

Revised course to be consistent with CI-D course descriptor.

Effective: Fall 2015

*Need to revise textbook it to old.*

**D. AGR 13-Feeds and Feeding (Tabled)**

Change Catalog Description: ~~Composition and selection of feeds. Compilation of rations for beef and dairy cattle, horses, sheep and swine. Physiology of digestion for these animals and their utilization of various feeds.~~ **The science of animal nutrition; the fundamentals of digestion and absorption in both ruminants and non-ruminants is discussed. The nutritive value of feedstuffs as they related to the formulation of livestock rations will be emphasized.**

Add Course Objectives, Content, and Lab Activities

Revised course to be consistent with CI-D course descriptor.

Effective: Fall 2015

*Need to revise textbook to old.*

*Uncheck Interactive delivery on course outline*

**E. AGR 14-Horse Husbandry (Tabled)**

Change title: ~~Horse Husbandry~~ **Equine Science**

Change Catalog Description: ~~An introduction to the light horse industry of the Western states. Areas to be covered are: distribution, breeds, selection, breeding, feeding, health and horsemanship.~~

**Survey of the equine industry, encompassing the evolution and role of the equine species throughout history, breed selection and development, nutrition, disease, preventative health, reproductive management, basic horsemanship and stabling alternative.**

Add/change Course Objectives, Content, and add Lab Activities.

Change from ~~51 Lecture Hours~~ to **34 Lecture and 51 Lab**

Revised course to be consistent with CI-D course descriptor.

Effective: Fall 2015

*Need to revise textbook to old.*

**F. AGR 20-Plant Science (Tabled)**

Reviewed for Program Review with no change needed. Course is consistent with CI-D Descriptor.

Effective: Fall 2015

*Need to revise textbook to old.*

**G. AGR 40-Basic Agriculture Mechanics (Tabled)**

Add to Course Content.

Revised course to be consistent with CI-D course descriptor.

Effective: Fall 2015

*Need to revise textbook to old.*

**H. AJ 11-Youth Gangs in America(Mesloh/McClellan: MSCU)**

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

**I. AJ 11-Youth Gangs in America(Mouck/Oberg: MSCU)**

Assign to the discipline of Administration of Justice.

Effective: Spring 2015

**J. AJ 11-Youth Gangs in America (McClellan/Konkol: MSCU)**

Approve course for correspondence delivery.

Effective: Spring 2015

**K. AJ 11-Youth Gangs in America (Tabled: Elam/Konkel: MSCU)**

Approve course for online delivery.

Effective: Spring 2015

*Need to have the Academic Senate review the language to make sure it still applies; it has been an Accreditation issue. Then add it under methods of delivery*

**L. AJ 11-Youth Gangs in America (Mesloh/Elam: MSCU)**

Assign to the Associate Degree and Certificate of Achievement in Administration of Justice as required electives.

Effective: Spring 2015

**M. Certificate of Accomplishment-Basic Mechanics (Elam/Poulsen: MSCU)**

Approve new certificate based on IPR & advisory committee recommendation. 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

**N. Certificate of Accomplishment-Basic Mechanics (McClellan/Lewis: MSCU)**

Approve SLO's: Upon completion of the Basic Mechanic Certificate of Accomplishment, the student will be able to:

Diagnose basic automotive drivetrain malfunctions, execute the appropriate corrective steps and verify the malfunction has resolved.

Perform automotive preventative maintenance according to industry standards.

Perform standard documentation found on automotive repair orders.

Effective: Fall 2014

**5. Discussion**

**A. HO 70-Introduction to Medical Assisting**

Course outlines are provided from the discussion from last meeting and the revises course outline.

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

*Prerequisites should be HO 3, HO 54, HO 120 or FS 20 or proof of CPR Certification. Is HO 120 more appropriate than FS 20?*

*None was listed under pre-requisites and that should be removed.*

*SLO's need to be completely rewritten so they can be assessed*

*Change B to Student Learning Objective not Outcomes*

*Do content review for prerequisites, it may help writer understand better what we need in the content. Remove or change content that is learned in the prerequisites (CPR).*

*Why do we have Medical Office Emergencies and Office Emergencies CPR? We probably will not have it approved for spring.*

**B. HO 71A-Medical Assisting: Clinical Lab I**

Course outlines are provided from the discussion from last meeting and the revises course outline.

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

*The items that are learned in HO 70 should not be in this course if it is a prerequisite*

*SLO's need to be written so they can be assessed*

*CPR is again in this course when it is a prerequisite for HO 70.*

*Is some of the course content in the Course Objectives to be taught in the business classes required for the certificate?  
The Lab needs to be worded as activities. Is it meant to be like the clinical lab?  
That would be expensive if the students are meant to work in a doctor's office.  
There would only two at a time with instructor. Could be done as work experience instead, or have a room set up like a doctor office and role play.  
Is she designing the course from one book? Is the content to much for one course?  
What are we really trying to accomplish here? Does it meet state certification?  
We should have Ross Stevenson (Depart. Chair), Dr. Robinson (VP), Cheryl Aschenbach (Chair), K.C. Mesloh, and the writer meet to help the writer to fully understand what we need on the course outline.*

## **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 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**

**Adjourned at 3:54 pm**

**Future Agenda**