



Lassen Community College  
Curriculum and Academic Standards

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Notice of Regularly Scheduled Meeting  
October 20, 2015 - Tuesday  
3:00 PM  
MS 125

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**Call to Order @ 3:00 PM**

**Members Present:**

Ms. Cheryl Aschenbach, Vice Chair  
Ms. Lisa Gardiner  
Mr. Kory Konkol  
Mr. Chad Lewis  
Mr. Cory McClellan  
Ms. Susan G. Mouck  
Ms. Toni Poulsen  
Ms. Alison Somerville, Articulation Officer, Chair

**Members Absent:**

ASB Representative  
Mr. Buck Bauer  
Ms. KC Mesloh  
Ms. Fran Oberg  
Ms. Stephney Stuart  
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director

**Guests:**

Paige Broglio  
Kittie Edson  
Natalia McClellan

**Staff:**

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Gardiner/Aschenbach: MSCU)**
2. **Approve Meeting Minutes: October 6, 2015 meeting (Aschenbach/McClellan: MSU w/Poulsen Abstaining)**  
Information only: September 15, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**

#### 4. Action

A. **BS 170 Basic Skills: Pre High School Equivalency Preparation I**  
**(Gardiner/Poulsen: MSCU)**

Approved New course BS 170 Basic Skills: Pre High School Equivalency Preparation I. There is a need in our area for GED prep. The development of the course was funded by the AB86 Grant.

Catalog Description:

This course is designed for students who complete the basic skills pre-test at a 6<sup>th</sup>-9<sup>th</sup> grade level in reading and math. This course provides basic skills review and practice in the five core curricular areas of language arts reading, language arts writing, science, social studies, and math. Emphasis is placed on these particular areas to provide the necessary basic skills foundation required in preparing for the high school equivalency test. Instruction is provided at designated reading and math levels to maximize student learning and to acquire the higher level thinking skills necessary to prepare for the high school equivalency test. This course may be repeated until student is assessed at the 10<sup>th</sup> grade level. This course has been approved for open entry/open exit.

Effective: Fall 2015 after Board and CCCCCO approval

B. **BS 170 Basic Skills: Pre High School Equivalency Preparation I**  
**(Gardiner/Poulsen: MSCU)**

Approved assigning course to the discipline of Basic Skills – Interdisciplinary Noncredit.

Effective: Fall 2015 after Board and CCCCCO approval

C. **BS 171 Basic Skills: Pre High School Equivalency Preparation II**  
**(Gardiner/Poulsen: MSCU)**

Approved New course BS 171 Basic Skills: Pre High School Equivalency Preparation II. There is a need in our area for GED prep. The development of the course was funded by the AB86 Grant.

This course is designed for students who complete the basic skills pre-test at the 10<sup>th</sup> grade level or higher in reading and math and who need additional review and practice before taking the test. The course provides short term, in depth instruction focused on content areas of the high school equivalency test, higher level thinking skills, test taking practice, and testing strategies needed to successfully pass the test. This course may be repeated until the High School Equivalency test is passed. This course has been approved for open entry/open exit.

Effective: Fall 2015 after Board and CCCCCO approval

D. **BS 171 Basic Skills: Pre High School Equivalency Preparation II**  
**(Gardiner/Poulsen: MSCU)**

Approved assigning course to the discipline of Basic Skills – Interdisciplinary Noncredit.

Effective: Fall 2015 after Board and CCCCCO approval

**E. HIST 16 US History (Poulsen/McClellan: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

**Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. *Each semester 34 lecture hrs will be taught face-to face by the instructor and 17 lecture hours will be instructed online through the technology platform adopted by the District.* Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lectures.

Effective: Fall 2016

**F. HIST 17 Post Civil War – US History (Gardiner/Poulsen: MSCU)**

Approved Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

**Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. *Each semester 34 lecture hrs will be taught face-to face by the instructor and 17 lecture hours will be instructed online through the technology platform adopted by the District.* Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lectures.

Effective: Fall 2016

**G. PLSC 1 American Institutions (Gardiner/Poulsen: MSCU)**

Approve Course for Hybrid Delivery.

**Hybrid Evaluation**

A combination of traditional classroom and online evaluations will be used. These include objective examinations and essay examinations in the traditional classroom setting and online quizzes and exams, essay forum postings, chat rooms, and email communications in the hybrid component of the course.

**Hybrid Delivery**

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

adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, email communications, lecture posts, and online lectures.

Effective: Fall 2016

## 5. Discussion

### A. FS 157 Wildland Fire Suppression Refresher

New noncredit course. Students and agency personnel are required to pass the pack test every year and this course will prepare them for it.

#### **Catalog Description**

Training in the use of tools of wildland fire suppression, and experience in the cooperative working relationship of a wildland fire suppression crew. Subject coverage includes responsibility as a fire crewperson, safe working habits, hand tools or firepumps, map and compass, tool maintenance, pumping operations and safety, air operations and safety, tractor operations and safety, wildland fire tactics, structural fire tactics, mop-up activities, fireline location and construction and radio use.

*Dave Trussell had brought FS 8 Wildland Fire Suppression to the committee wanting it to be repeatable. The Firefighter has to pass the Capacity Test annually to fight fires. The committee felt it would be better to have a new noncredit course instead. Cheryl advised Dave that if we came up with at least two noncredit courses they could create an annual recertification certificate. This would qualify us for equal funding. Sue Mouck thought the course should be fewer hours since it would fall under the area of Non-Credit Short Term Vocational. The title should be changed to Seasonal Firefighter Preparation. Cheryl is going to work with Dave on the course outline.*

## 6. Future Dates

### Curriculum/Academic Standards Meeting 2015-2016 Schedule for First and Third Tuesdays at 3:00 PM in MS 125

*Note: Additional meetings may be scheduled as needed.*

#### **Fall**

November 3<sup>rd</sup> & 17<sup>th</sup>

December 1<sup>st</sup>

#### **Spring**

January 19<sup>th</sup>

February 2<sup>nd</sup>

March 1<sup>st</sup> & 15<sup>th</sup>

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

May 3<sup>rd</sup> & 17<sup>th</sup>

## 7. Information

*Agriculture Animal Science and Agriculture Business Degree for Transfer were approved on 10/19/2015.*

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

## Instructional Program Reviews Due

Agriculture – May 2014  
Human Services-Sept 2015  
History/Social Science/Sociology/Psychology/Anthropology-Sept 2015  
Work Experience-Sept 2015  
Fire Technology- Sept 2015  
Gunsmithing-Sept 2015  
Welding-Sept 2015  
Allied Health/Vocational Nursing-Sept 2015  
Fine Arts/Humanities-Sept 2016  
Administration of Justice-Sept 2016  
Automotive Technology-Sept 2016  
Agriculture-Sept 2016  
Business-Sept 2016  
Child Development-Sept 2016  
Digital Graphic Design-Sept 2016

### Any Person Having Business Not on the Agenda

*Lisa Gardiner presented two Certificates one credit and one noncredit for employment entry.*

#### Certificate of Completion in Employment Pathway Entry

<i>Course Number</i>	<i>Course Title</i>	<i>Units</i>
CARS 151	Career Life Skills	0.0
CARS 156	Career/Employment strategies	0.0
BS 156	Practical Writing	0.0
BS 157	Practical Math	0.0

#### Student Learning Outcomes:

*Upon completion of the Certificate of Accomplishment Pathway to Entry, the student will be able to:*

- 1. Describe standard employer expectations of soft skills required in the work place.*
- 2. Neatly and accurately complete a job application.*
- 3. Write a professional email free of errors.*
- 4. Accurately address professional mailings*
- 5. Describe appropriate and inappropriate uses of technology in the workplace.*
- 6. Accurately complete a timesheet.*
- 7. Accurately count back change in a mock purchase demonstration.*

#### Certificate of Accomplishment in Pathway to Employment Success

<i>Course Number</i>	<i>Course Title</i>	<i>Units</i>
CARS 2	Career Exploration	1.0
WE 1	General Work Experience	1.0
BUS 78	The Customer Service Advantage	1.0

#### Student Learning Outcomes:

*Upon completion of the Certificate of Accomplishment Pathway to Employment Success, the student will be able to:*

- 1. Demonstrate good customer service skills in a real work setting.*
- 2. Develop a career plan based on personal assessment.*

*CARS 2 will need to be reactivated.*

*BS 156 and BS 157 will need to be revised to represent employment entry.*

*These certificates will help students develop employment skills to better transition into the workforce. These certificates meet the AB86 grant requirements. For the noncredit degree the student will not be charged student fees or the health fee. The committee thought that there is a need in our community for the certificates and the Lisa should pursue this further.*

*Natalia McClellan presented the idea of making the lower level math classes Hybrid. The students would benefit by using MyMathLab for the homework component of the course. There is a tutorial for students to use if they are having trouble with a problem. The program will demonstrate with a similar example how to solve the problem. Also keeps the students on track by showing the due dates. Students will get instant results for their homework. Currently is only about a 30% of students complete their homework. In her online course MATH 103 which uses MyMathLab there is a 70-77% completion of homework. The committee felt that she should present this idea to the Math instructors to see if they were on board with this idea. The revision of the course for Hybrid would still give the instructor teaching the course the option to not use Hybrid. The cost is about \$100 for the student to get access. If the student qualifies for EOP'S, they will get a voucher for the bookstore to pay for it. Student with Financial Aid will be able to charge it just like a book to their Pell Grant. We need to address the issue with the Foundation for scholarship payment.*

*Paige invited everyone to attend the Adult Education Grant meeting tomorrow 10/21 @3:00pm in the board room. The discussion will be on professional development.*

**Adjournment @ 3:42pm (Gardiner/McClellan: MSCU)**

**Future Agenda**