



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
November 1, 2016 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:02

Members Present:

Ms. Cheryl Aschenbach, Vice Chair
Ms. Roxanna Haynes
Ms. Susan Kelley -CSEA Alternate
Mr. Chad Lewis
Mr. Cory McClellan
Ms. KC Mesloh
Ms. Christi Myers
Ms. Fran Oberg
Ms. Toni Poulsen
Mr. Orlando Shannon
Dr. Terri Armstrong Vice President of Academic Services/Athletic Director

Members Absent:

ASB Representative
Mr. Buck Bauer
Ms. Joretta Mata
Ms. Susan G. Mouck
Ms. Alison Somerville, Articulation Officer, Chair

Guest:

Mr. Chad Lawson

1. **Agenda Approval with addition H.1 & J.1 prerequisites for courses (McClellan/Poulsen: MSCU)**
2. **Approve Meeting Minutes: October 18, 2016 meeting (Lewis/Shannon: MSC with Oberg & Mesloh abstaining)**
Information only: October 4, 2016 Approved Minutes

3. **Action taken by Curriculum Subcommittee**

- A. **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

4. Action

A. **CORS 15 Supervision in Corrections (Mesloh/McClellan Table: MSCU)**

Approve course reactivation course with change to AJ 16 Supervision in Law Enforcement, change in catalog description, objectives, content, evaluation and textbook.

Catalog Description

This course will focus on the skills and knowledge of supervision as applied in corrections law enforcement. The intent is to provide the student with a basic understanding of supervision which can be the foundation for further agency-specific training. 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 correspondence and online delivery.

Textbook

"The Effective Corrections Manager, Correctional Supervision for the Future",
Richard L. Phillips, 2004

Iannone, Nathan F., *Supervision of Police Personnel*, 8th Edition, Pearson
Publishing, 2014, ISBN: 9780132973823

Effective: Spring 2017

Consensus was to use this as first reading and bring course back for action as a new course rather than revised course because of the extent of changes. The COR for the existing course should be retained as is in case we decide to teach Correction courses again.

B. **AJ 16 Corrections in Law Enforcement (Mesloh/McClellan Table: MSCU)**

Approve 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

C. **CA 33 52 Word Processing Applications for Business (McClellan/Poulsen: MSCU)**

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

Scheduled: Fall

CA 33 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

Further research needs to be done to see if the new CA courses are transferable.

The courses will be assigned a non-transferable number: CA 52, 53, 58 & 60

D. CA 34 53 Spreadsheet Applications for Business (McClellan/Poulsen: MSCU)

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

Scheduled: Spring

CA 34 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

E. CA 35 58 Presentation Applications for Business (McClellan/Poulsen: MSCU)

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

Scheduled: Spring

CA 35 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

**F. CA 37 60 Email and Calendar Applications for Business
(McClellan/Poulsen: MSCU)**

Approved new Course 1.5 units 12.75 Hours Lecture, 38.25 Hours Lab
Scheduled: Fall

CA 37 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

G. BUS 19 Office Procedures (Mesloh/Myers: MSCU)

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

Is the course still a 3-unit course with some of the content being removed? It is since some of the remaining content being taught will be expanded to meet the hours.

H. BUS 84 Business Mathematics (McClellan/Shannon Table: MSCU)

Approve reactivation of course with additional detail in outline content and update textbook.
Effective: Fall 2017

Is this course degree-applicable if it is equivalent to MATH 103? Bring back for action after question is answered.

H.1 BUS 84 Business Mathematics

Approve adding MATH 102 as a prerequisite.
Effective: Fall 2017

*Should MATH 102 be recommended prep rather than a prerequisite?
Talking with Garrett after the meeting it was intended to be recommended prep.*

I. Associate in Science Degree Office Administrative Assistant (Poulsen/Myers: MSCU)

Approved changing title to Administrative Office Technician, adding and deleting course. Existing program courses were outdated and did not reflect industry needs for skills and knowledge related to, technology, computer applications, mathematics, and customer service. New program title reflects changes in content and industry demands for greater technical skills.

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

General Education Requirements: 18 units

Effective: Fall 2017

J. HO 72 Medical Assisting: Clinical (Mesloh/McClellan: MSCU)

Approve 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

J.1 HO 72 Medical Assisting: Clinical (Mesloh/McClellan: MSCU)

Approved adding HO 70 as prerequisite.

Effective: Spring 2017 Pending Chancellor's Office Approval

K. Administrative Medical Assisting Certificate of Accomplishment (Poulsen/Lewis: MSCU)

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

Student Learning Outcomes:

Upon completion of the Certificate of Accomplishment - Administrative Medical Assistant, the student will be able to:

Effective: Spring 2017 Pending Advisory Committee approval

L. Clinical Medical Assisting Certificate of Accomplishment(Poulsen/Lewis: MSCU)

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: Spring 2017 Pending Advisory Committee and Chancellor's Office approval of HO 72

M. Medical Assisting Certificate of Achievement(Poulsen/Lewis: MSCU)

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	12.0
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.

- N. **EMT 21 Emergency Medical Responder (McClellan/Shannon: MSCU)**
 Approved changes in hours from 60 to 65 to meet Nor-Cal EMS certificate requirements.
 Effective: Spring 2017
Does the change in hours affect the units? No the course is still 2.5 units with the hour change.
- O. **HO 82 Principles of Infection Prevention and Sterile Technique (McClellan/Poulsen: MSCU)**
 Approve inactivation of course. Content is included in HO 70, 71 or 72.
 Effective: Fall 2016
- P. **HO 84 Introduction to Patient Care (McClellan/Poulsen: MSCU)**
 Approve inactivation of course. Content is included in HO 70, 71 or 72.
 Effective: Fall 2016
- Q. **HO 85 Diagnostic Testing (McClellan/Poulsen: MSCU)**
 Approve inactivation of course. Content is included in HO 70, 71 or 72.
 Effective: Fall 2016
- R. **Welding Technology AS (Mesloh/Myers: MSCU)**
 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
- S. **Welding Technology 2 year Certificate (Mesloh/Myers: MSCU)**
 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

5. Discussion

- A. **Office Administrative Assistant**
 Discuss 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
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BUS 18	Records Management	3.0	CA 31	Computer Applications I	2.0
BUS 19	Office Procedures	3.0	CA 32	Computer Applications II	2.0
BUS 27	Business Communication	3.0	CA 33	Word Processing Applications for Business	3.0
BUS 49	Business Work Experience	3.0	CA 37	Email and Calendar Applications for Business	1.5
BUS 78	The Customer Advantage	1.0	COT 52	Keyboarding, Level 2	1.0
BUS 84	Business Math	3.0	COT 59	Business Machines: 10-Key	1.0
BUS 34A	Microsoft Word Beginning	3.0			
BUS 34B	Microsoft Word Advanced	3.0			

Wouldn't the new Excel class be a good addition for this certificate? Talking with Garrett Taylor after the meeting he thought yes, it would be a good addition. He is going to confer with Joanna Beckman and get back to Sue Kelley with changes prior to the next meeting.

B. FS 53 Incident Command System (ICS 100) (page 92)
Discuss new course.

C. FS 54 National Incident Management Systems (NIMS 700A) (page 98)
Discuss new course.

D. FS 58 Introduction to Wildland Fire Behavior (S-190) (page 104)
Discuss new course.

E. FS 59 Confined Space Awareness (page 110)
Discuss new course.

F. FS 80 Firefighter Survival (page 116)
Discuss new course.

Some content of the courses is being separated out from FS 61 Basic Firefighter Training (Basic 32) to be taught separately and meet the state's standards. Currently FS 61 meets federal standards for Firefighters but not an increased state emphasis. Chad feels the offering and scheduling of smaller courses will make it easier for the students to take their GE courses also. Chad will present a certificate to go with the new courses at the next meeting.

The new course forms state that there is no additional money needed to put on these classes. Chad stated that no new equipment is needed, we have all the equipment needed for the classes. Once approved would like to see them added as electives to the FT-AS & CA.

6. Future Dates
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
Nov 15 th	Jan 17 th & 31 st
Dec 6 th	Feb 21 st
	March 7 th & 21 st
	April 4 th & 18 th
	May 2 nd & 16 th

7. Information

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
Agriculture-Sept 2016
Automotive Technology-Sept 2016
Business-Sept 2016
Child Development-Sept 2016
Digital Graphic Design-Sept 2016
Fine Arts- Sept 2016
Humanities-Sept 2016

Any Person Having Business Not on the Agenda

Adjournment @ 4:00 (Poulsen/Myers: MSCU)

Future Agenda

APPROVED