



Notice of Regularly Scheduled Meeting
May 16, 2017 - Tuesday
3:00 PM
HU 102 (TECC)

Call to Order @ 3:03

Members Present:

Ms. Cheryl Aschenbach, Vice Chair
Ms. Roxanna Haynes
Mr. Chad Lewis
Ms. KC Mesloh
Mr. Orlando Shannon
Dr. Terri Armstrong Vice President of Academic Services
Ms. Alison Somerville, Articulation Officer, Chair

Members Absent:

Mr. Buck Bauer
Mr. Jacob Hibbitts-ASB Representative
Ms. Susan Kelley-CSEA Alternate
Ms. Joesetta Mata
Mr. Cory McClellan
Ms. Susan G. Mouck
Ms. Christi Myers
Ms. Fran Oberg
Ms. Toni Poulsen

Guests:

Ms. Amy Langslet
Dr. Hall

1. **Agenda Approval (Aschenbach/Shannon with addition to C.1 adding discipline for ART 26: MSCU)**
2. **Approve Meeting Minutes: May 2, 2017 meeting (Haynes/Mesloh: MSCU)**
Information only: April 18th Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **PHYS 1A & 1B General College Physics I & II**
Approved change in textbook.
Wilson, et.al, "College Physics", 7th edition, 2010, Pearson/Addison-Wesley
ISBN: 321601831
Walker, James; *Physics*, 5th edition, 2016, Pearson Education, ISBN: 978-0321976444.

4. Action

A. Guidelines for double counting of units for Associate Degree (Aschenbach/Mesloh: MSCU)

Approve changing the language on page 29 of the Curriculum and Academic Standards Handbook on double counting for University Studies and AD-T degrees.

2. Double counting for the University Studies and AD-T degrees:

~~For the University Studies degrees core/major coursework may be double counted with general education coursework as long as the total of core/major and general education equals forty five (45) units.~~

a. Double counting allows units to be used to fulfill both major prep and transfer general education requirements.

b. The maximum number of “double counted” units is limited to the number of units assigned to each GE Area

c. Courses can only be double counted in one GE Area.

Effective: Fall 2017

B. ART 22 Digital Illustration 2 (Mesloh/Aschenbach to table: MSCU)

Approve new credit course. 3.0 units 27 Hours Lecture, 75 Hours Laboratory.

Catalog Description:

Digital illustration 2 is a challenging and expressive area of graphic design. With Adobe Illustrator, Adobe Photoshop, Adobe After Effects, and Autodesk Maya you can develop your unique personal style as an artist. In this advanced digital illustration course, you'll learn professional illustration conception, production and finish. Students will execute illustration projects using professional procedures and equipment. Emphasis is on student creative and technical development. Written papers and portfolio review required. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration. All students will provide additional materials and supplies with an estimated cost of \$70.

Effective: Fall 2017 Pending Chancellor's Office Approval

Continue to work on transferability, suggestion to remain consistent by using third person

C. ART 26 Graphic Design 2 (Mesloh/Lewis: MSCU)

Approve new credit course. 3.0 units 27 Hours Lecture, 75 Hours Laboratory.

Catalog Description

Graphic Design 2 is a continuation of Graphic Design 1 (Art 25) and more fully explores the interaction of text and image. You will become more independent in your use of fundamental components of graphic communication. You will create independent and creative solutions to a series of design problems. Your knowledge of and exposure to contemporary design issues and graphic design history will be an important component of this course. You will be expected to expand your proficiency in all aspects of the design process, including creative brainstorming, conceptualizing, critical thinking, collaboration, and presentation.

To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee

will be charged at the time of registration. All students will provide additional materials and supplies with an estimated cost of \$70.

Effective: Fall 2017 Pending Chancellor's Office Approval

C.1 Art 26 Graphic Design 2 (Mesloh/Lewis: MSCU)

Approve assigning the disciplines of Art and Graphic Arts

Effective: Fall 2017

D. ART 64 Digital Illustration (Mesloh/Lewis: MSCU)

Approve changing the number and title to ART 21 Digital Illustration 1

Effective: Fall 2017

E. Hybrid Definition (Haynes/Mesloh: MSCU)

Approve changing the definition of hybrid in the course catalog

Hybrid Course - any portion of the face to face instruction replaced by online or correspondence instruction, including assessment [Requires separate Curriculum/Academic Standards Committee approval].

Effective: 2017-2018 catalog

Approved hybrid definition with intention of revisiting this item after Fall Semester next year.

Reviewed the definitions of hybrid per Title 5, PCAH and our local definition. Due to the number of lock downs our local prisons had this semester the Chancellor's office provided a waiver for spring semester to offer instruction alternatively. The committee decided to create an alternative hybrid definition intended to only be used with the courses provided to the incarcerated population. We want to start with the 2-3 unit non-transferable courses. Discussed exploring with Fran the option of increasing the 3 unit courses offered in this program to 54 hours. Cheryl will work on the language for the evaluation portion.

F. BUS 10 Human Resource Management (Aschenbach/Lewis: MSCU)

Approve course for hybrid delivery. *Motion was made to not approve course for hybrid delivery at this time.*

Increase completion rates and access to class.

Hybrid Evaluation:

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice

exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

G. BUS 19 Office Administration (Mesloh/Haynes: MSCU)

Approved course for hybrid delivery

Hybrid Evaluation:

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations and (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining 34 hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

H. BUS 25 Small Business Management (Aschenbach/Lewis: MSCU)

Approve course for hybrid delivery. *Motion was made to not approve course for hybrid delivery at this time.*

Increase completion rates and access to class.

Hybrid Evaluation:

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings,

instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

I. BUS 75 Planning and Launching a new Business (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve course for hybrid delivery.

Hybrid Evaluation

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery

A combination of traditional classroom and either online or correspondence will be utilized. Each semester a minimum of 6 hours will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

Ran out of time/will have a meeting on May 23rd to finish agenda

J. BUS 76 Marketing the Small Business Venture (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve course for hybrid delivery.

Hybrid Evaluation

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery

A combination of traditional classroom and either online or correspondence will be utilized. Each semester a minimum of 6 hours will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual

aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

K. BUS 77 Financing the Small Business Venture(Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve course for hybrid delivery.

Hybrid Evaluation

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery

A combination of traditional classroom and either online or correspondence will be utilized. Each semester a minimum of 6 hours will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

L. BUS 78 The Customer Service Advantage(Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve course for hybrid delivery.

Hybrid Evaluation

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery

A combination of traditional classroom and either online or correspondence will be utilized. Each semester a minimum of 6 hours will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the

technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

M. BUS 79 Computer Information Systems for Small Business Venture (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve course for hybrid delivery.

Hybrid Evaluation

A combination of traditional classroom and either online evaluations or correspondence will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations, and either (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms, or (3) Correspondence delivery: Same as face to face with the exception of the desired use of proctored exams and exclusion of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities.

Hybrid Delivery

A combination of traditional classroom and either online or correspondence will be utilized. Each semester a minimum of 6 hours lecture and 17 hours lab will be taught face-to-face by the instructor and the remaining hours will be instructed either online through the technology platform adopted by the District or through correspondence. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate. Correspondence will consist of exercises/assignments, assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face to face instructional delivery.

Effective: Fall 2017

N. CA 52 Word Processing Application for Business (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve course for hybrid delivery and change hours from 25.5 Hours Lecture, 76.5 Hours Lab to 27 Hours Lecture, 75 Hours Lab does not change units.

Hybrid Evaluation:

A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: exercises/assignments, objective examinations and essay examinations and (2) Online delivery: exercise/assignments, online quizzes and exams, essay forum postings, and chat rooms.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 9 lecture hours will be taught face-to-face by the instructor and the remaining 18 lecture hours will be instructed online and a minimum of 25 lab hours will be taught face-to-face by the instructor and the remaining 50 lab hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Effective: Fall 2017

O. HUS 150 Kinship Care Education (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve new non-credit course 34 hours lecture

Catalog Description

Explore the struggles with mental health, parenting basics, substance abuse, cultural diversity, support resources and positive fulfillment from being a parental figure for children whom have been with the Foster system in California. The course is directed towards Kincare providers and Foster families, but all are welcome. Kinship contracts, so instructors teach within regular load.

Effective: Fall 2017 Pending Chancellor's Office Approval

P. HUS 150 Kinship Care Education (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve assigning the disciplines of Counseling, Psychology, Sociology, or Addiction-Paraprofessional

Effective: Fall 2017 Pending Chancellor's Office Approval

Q. Marketing COA (Aschenbach/Haynes motion to table I-Q until next meeting: MSCU)

Approve inactivation of the Marketing Certificate of Accomplishment. BUS 50 & 51 were inactivated.

Effective: Immediately

5. Discussion

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 September 5th will be the first 2017-2018 meeting

Information

- A. CTE Transitions 2+2 Articulation Agreements for 2016-2018 was approved by Curriculum on 03/21/2017. (Letter attached page 90) Since that time Modoc High School has updated their course Advanced Welding to meet LCC course WT 36.
- B. Report from Distance Education Review Committee

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
- Child Development-Sept 2016
- Digital Graphic Design-Sept 2016
- Fine Arts- Sept 2016
- Humanities-Sept 2016
- Basic Skills – Sept 2017
- Developmental Studies – Sept 2017
- Gunsmithing – Sept 2017
- Human Services – Sept 2017
- Allied Health – Sept 2017
- Welding – Sept 2017

Any Person Having Business Not on the Agenda

Adjournment: @ 4:01 (Haynes/Shannon:MSCU)

Future Agenda

- Non-Credit Courses
- FS 150 Driver Operator 1A
- FS 151 Diver Operator 1B
- FS 152 Wildland Firefighter Apparatus
- FS 153 RIC Operations
- FS 154 Low Angle Resource Operations