

# Minutes

Campus Center Conference Room  
September 7, 2010

**PRESENT:** A. Bittl, P. Johnson, G. Arquilevich, J. Whiteford, R. Sanchez, M. Pauley, A. Gonzales, P. Wendt, D. Newcomb, R. Koerner, H. Dalton, A. Reynolds, P. Sezzi

**NON-VOTING MEMBERS:** M. Zavala, S. Bricker

**GUESTS:** Ted Prell, Joe Richardson

- **APPROVAL OF MINUTES: April 20, 2010:** *The minutes for 4/20/10 were approved as submitted.*

## SECTION ONE:

### REQUIRING COMMITTEE ACTION

#### I. Curricular Proposals for Approval

##### A. Credit Courses: Second Reading

###### 1. New

###### 2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);  
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

###### 3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

###### 4. 88s and 89s

###### 5. Distance Education

**B. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading**

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**C. Credit Courses: First Reading**

1. New

- WS V19 Advanced Water Treatment

***-APPROVED for 1<sup>st</sup> reading. Move to 2<sup>nd</sup> reading for September 21<sup>st</sup> meeting.***

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial); D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

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3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

- ANTH V89B/CJ V89B (P) – ***APPROVED for 1<sup>st</sup> and 2<sup>nd</sup> reading for spring 2011.***
- WS V19 (RP) – ***APPROVED for 1<sup>st</sup> reading. Move to 2<sup>nd</sup> reading for September 21<sup>st</sup> meeting.***

4. 88s and 89s

- ANTH V89B/CJ V89B – Introduction to Forensic Science Laboratory – *Requesting First and Second Reading Approval*

***-APPROVED for 1<sup>st</sup> and 2<sup>nd</sup> reading for Spring 2011.***

5. Distance Education

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**D. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading**

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**E. Noncredit Courses**

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**F. Study Abroad/International Education**

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**SECTION TWO:  
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA**

**II. Curricular Activity: Technical Action**

**A. Delete (Remove from catalog)**

- **BIS V14**
- **CD V13, V16, V17, V18**
- **CT V40, V41, V42, V43, V61, V68**
- **SPAN V72**

**B. Technical Revisions (Nonsubstantial Changes in Catalog)**

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

- AUTO V15LA, V17LA, V17LB, V18L (D)
- BUS V07B (P-now a RP; F-remove)
- BUS V29, V99C (D)
- BUS V99D (RP-remove;D)
- BIS V13 (D; F-remove)
- BIS V55A (T-now Microsoft Word for Windows I; U-was .5, now 1; H-was .5 lec, now 1 lec; D) – **Tabled for departmental clarification.**
- BIS V55B (T-now Microsoft Word for Windows II; U-was .5, now 1; H-was .5 lec, now 1 lec; D; RP) - **Tabled for departmental clarification.**
- CD V01 (T; D; FT-now not required)
- CJ V85 (FT-now not required)
- DRFT V04 (Same as MT V04; FT-remove)
- ECON V01A, V01B (T; D)
- MT V01 (RP-remove; D)
- MT V02 (RP-was ESL V05, now DRFT V02A or WEL V02)
- MT V04 (Same as DRFT V04; FT-remove)
- MT V05 (D)
- MT V06, V07 (FT-remove)
- MM V26, V62 (D)

***-All courses APPROVED for Fall 2011 with exception to BIS V55A and BIS V55B which were tabled for departmental clarification on title change and unit increase.***

**C. Course Review/Update (No catalog changes)**

- ART V71, V72
- AUTO V14LA, V14LB, V15LB, V16LA, V16LB, V20LA, V20LB, V22LA, V22LB, V26LA, V26LB, V28LA, V28LB, V32, V45
- BUS V23, V27B, V99A, V99B
- BIS V98
- CJ V40
- ENGL V03
- MT V03, V11
- MM V61
- PSY V04S

***-All courses APPROVED for Fall 2011.***

**D. Prerequisite(s)/Corequisite(s)/Recommended Preparation**

- ART V71, V72 (P)
- AUTO V14LA, V14LB, V15LA, V15LB, V16LA, V16LB, V17LA, V17LB, V18L, V20LA, V20LB, V22LA, V22LB, V26LA, V26LB, V28LA, V28LB (C)
- AUTO V32, V45 (RP)
- BUS V29, V99A, V99B, V99C (RP)
- BUS V23, V27B (P)
- BIS V55A, V55B (RP) ***Tabled for departmental clarification.***
- ECON V01B (RP)
- ENGL V03 (P)
- MT V02, V03, V06, V07, V11 (RP)
- MM V26, V61 (RP)
- MM V62 (P)
- PSY V04S (C)

***-All courses APPROVED for Fall 2011 with exception to BIS V55A and BIS V55B which were tabled for departmental clarification on title change and unit increase.***

**E. Distance Education (No catalog changes)**

- BUS V07B, V27B
- ECON V01A (approved prior)
- ECON V01B (new proposal)

***-APPROVED for Fall 2011.***

**F. Degrees, Certificates and Awards (Nonsubstantial)**

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**SECTION THREE:  
DISCUSSION (CONSENT and/or ACTION)**

**III. Action/Information/Discussion**

**A. Stand Alone Courses (Action) – R. Sanchez**

*Per Title 5, certification needs to be submitted to the State Chancellor's Office that any person who is involved in the curriculum process has been certified through a stand-alone course training. A handout was distributed by Ramiro where he presented and led a discussion about the standalone course process using the State mandated training material.*

**B. Priority List and Curriculum Deadlines – Information – P. Johnson**

*Paulette mentioned that the Priority List and Curriculum Deadlines have been sent out to faculty, department chairs and deans many times. She reminded everyone that if courses needing to be revised/updated are not submitted by the October 1<sup>st</sup> deadline, those courses will not be offered in fall 2011. Courses that need to be revised/updated need to be in Curricunet by the October 1<sup>st</sup> date and completed by November 1<sup>st</sup>.*

**C. Articulation Report – J. Ferguson**

1. **Credit Course Inventory 2010-2011 (Information)**: *Jeff reviewed the credit course inventory list for 2010-2011. He mentioned that this year the college has 1,300 credit courses resulting in 25,000 data elements we manage in the catalog, the schedule and Banner.*
2. **University of California Transfer Credit Agreement 2010-2011 (Information)**: *Jeff reviewed the transfer credit agreement process for 2010-2011.*
3. **Credit Course Data Element Report (Information)**: *Jeff mentioned that this reports details the work Paulette Johnson, Monica Zavala, Connie Baker and Jeff do.*

**D. Items from 2/16/10 Agenda to Schedule/Address**

1. **Requisite Training To Be Scheduled (Information) – J. Ferguson/P. Johnson**: *A prerequisite training will be scheduled in the near future.*
2. **AdHoc Committee on Proficiency Awards – Status Report – AdHoc Committee**: *The AdHoc Committee will be meeting afterwards to schedule a meeting. They will have a report available within the next couple of meetings.*

3. **SB 1440/Degrees Agreement – How and When to Initiate (Discussion)**: *A discussion ensued regarding SB 1440 and the degrees agreement approved last year. With regard to SB 1440, colleges are waiting for specific state guidelines. Mark Pauley mentioned that the college needs to start looking at all the degrees we have. As far as the degrees agreement approved last year, it was mentioned that someone needs to take this agreement to all departments and start the implementation of it. Ramiro invited Paulette and Mark to the upcoming Department Chairs Council meeting so they can inform Department Chairs about the implementation of this degrees agreement. Ramiro also suggested having this as an item at their department meetings.*

#### **E. Curricunet Report – P. Johnson**

1. **Training Schedule**: *Trainings have been scheduled two days a week in T-1 starting at 1 p.m. The first half hour will be to review the Curricunet process. The rest of the time faculty can work on their courses or ask questions.*
2. **New Process**: *The new approval process is in Curricunet and waiting to be implemented soon.*

#### **NEXT MEETING**

**September 21, 2010  
3:00 p.m.  
Campus Center Conference Room**