Members Present
Boyd Trolinger, Chairperson
Tina Day, Associate Faculty, Language Education
Dr. Robert White, Physics
David Danielson, Dean
Dave Welton, Associate Faculty, Radio-TV-Film
Suzanne Wakim, Biology
Susan Carey, Articulation Officer
Craig Rigsbee, Dean
John Dahlgren, Drafting
Damara Marsh, Student Representative
Mark Latham, Music
Dr. Samia Yaqub, VP Student Learning

Members Absent
Carrie Roberson, Academic Senate
Lenny Bailey, Associate Faculty, English
Dr. Sandy Sloan, Business Computer Info Systems
Morgan Brynnan, Library
Dr. Leslie Henson, English

Guests Present
Connie Petlack, Chair, BCIS
Mike Findlay, Anthropology

AGENDA

1. **Agenda Approval**
   Motion to approve agenda; D. Welton, Second: J. Dahlgren, Approval: Unanimous

2. **Approval of Minutes**
   A. February 3, 2014
   Motion to approve minutes; M. Latham, Second: D. Danielson, Approval: Unanimous

3. **Consent Agenda**
   A. New Course *(Effective Term Fall 2014)*
      1. **RLS 30 – Legal Aspects of Real Estate** (3 Units)
   B. Program Changes *(Effective Catalog Year: 2014-15)*
      1. **AA-T in Music**
         Addition of PLO: Listen to a piece of music and identify its genre.
      2. **AS Degree in Agriculture Business (Career)**
         Deletion of CHEM 51
         Change in units (from 33-35 to 28-30 Units)
      3. **AS Degree in Agricultural Business (Transfer)**
         Move AB 25 from elective choice to core; delete MATH 13, MATH 30, MATH 20 and MATH 26 from core choices; change in units (from 30-36 to 33-35 Units)
   Motion to approve consent agenda; S. Carey, Second: D. Welton, Approval: Unanimous

4. **Pending Business**
   A. Course Modifications
      *All AB Courses will be held until final C-ID descriptors are published (Fall 2014)*
      1. **AB 20 – Careers in Agriculture, Environmental Science and Natural Resources**
         Change in title (was “Careers in Agriculture and Environmental Studies”); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2014*

2. **AB 22 – Agricultural Economics (C-ID AG-AB 124L)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2014**

3. **AB 25 – Computer Applications in Agriculture (C-ID AG-AB 108L)**
   Change in units (from 2 to 3 units); change in hours (from 17 lec/51 lab to 34 lec/51 lab); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2014**

4. **AB 26 – Introduction to Agriculture Business (C-ID AG-AB 104)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2014**

5. **AB 50 – Agricultural Accounting (C-ID AG-AB 128L)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 201**

6. **AB 54 – Supervision and Management in Agriculture**
   Change in title (was “Supervision and Management”); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2014**
   On Hold until C-ID are finalized
   S. Carey – The term “Environmental Science” as opposed to “Environmental Studies” is a critical distinction – note to address this for AB 20 when these come back through

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5. **New Business**

A. Major Course Modifications

1. **CSCI 25 – Linux 1, Essentials**
   Change in title (was “UNIX Operating System”); change in TOP code (from “070700-Computer Software Development” to “070800-Computer Infrastructure”); deletion of prerequisite; addition of recommended prep; changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; addition of disciplines “Computer Service Technology” and “Computer Information Systems;” **Effective Term: Fall 2015**

2. **CSCI 26 – Linux 2, System Administration**
   Change in title (was “Introduction to Linux/UNIX, System Administration”); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; addition of discipline “Computer Service Technology;” change in pedagogical cap (from 30 to 24); **Effective Term: Fall 2015**
   Boyd Trolinger represented CSCI
   - The titles are changing because the term Unix is no longer used
   - Students don’t realize that System Administration is a more advanced course, so the 2 in the title will clarify that
   - They are being better aligned with current practice in the certifications
   - Motion to vote on CSCI 25 and 26 as a block and place on consent; T. Day, Second: R. White, Approval: Unanimous

B. Minor Course Modifications

1. **ANTH 2H – Honors Physical Anthropology**
   Changes in examples of assignments and materials of instruction; **Effective Term: Fall 2014**

2. **ANTH 4H – Honors Cultural Anthropology**
   Changes in objectives and materials of instruction; **Effective Term: Fall 2014**
   Mike Findlay represented Anthropology
   - These courses are being updated for honors curriculum review
   - Committee Suggestions:
• ANTH 2
  ◦ Assignments:
  ◦ Remove Out of class 2 – Visit the Sacramento Zoo.
  ◦ Read 2 – Add to end: “Use these works to discuss Darwin’s contributions to the theory of evolution. Be prepared to discuss in class.”
  ◦ Read 2 - Remove comma after and

• ANTH 4
  ◦ Objective G – take out “of”
  ◦ Materials:
  ◦ Put Harris, M. book back in
  ◦ Author: Change Coral to Carol
  ◦ Motion to vote on ANTH 2 and 4 as a block; R. White, Second: M. Latham, Approval: Unanimous
  ◦ Motion to place on consent; R. White, Second: D. Welton, Approval: Unanimous

C. Pedagogical Cap Changes  
(to align with lab caps)
1. PHYS 10 – Concepts of Physics
   From 50 to 40
2. PHYS 21 – College Physics I
   From 50 to 24
3. PHYS 22 – College Physics II
   From 50 to 24
4. PHYS 41 – Physics for Scientists and Engineers I
   From 50 to 24
5. PHYS 42 – Physics for Scientists and Engineers II
   From 50 to 24
6. PHYS 43 – Physics for Scientists and Engineers III
   From 50 to 24
7. PSC 51 – Weather Lab
   From 28 to 24
   ◦ Bob White presented the change in ped caps
   ◦ These changes do not affect the reality of the numbers in the sections
   ◦ The sections are currently reduced to their lab sizes and this change will eliminate the manual setting of section caps each term
   ◦ D. Danielson noted:
     ◦ 2-6 are alignments with the labs
     ◦ 1 and 7 are truly reductions
     ◦ Suggest pulling 1 and 7 from consideration until Brian Reinbold is notified about PSC 51 and further discussion can take place about PHYS 10
       ◦ PHYS 10 is the lecture. PHYS 11 is the lab. Students are not required to take the lab.
   ◦ Motion to place 1 and 7 on pending and 2-6 on consent; S. Carey, Second: D. Danielson, Approval: Unanimous

D. Course Deletion  
(Information Only)
1. MUS 10 – Concert/Jazz Band; Effective Spring 2014
   Committee endorsed

E. Program Changes  
(Effective Catalog Year: 2014-15)
1. AS Degree in Medical Office Administration
   Replace BCIS 85 with BCIS 76; Replace ACCT 20 with ACCT 128; change in units (from 39-40 to 38-39 units)
2. **CA in Medical Office Administration**  
Replace BCIS 85 with BCIS 76; no change in units

3. **AS Degree in Computer Applications**  
Add BCIS 70K to core; change in units (from 38 to 39 units)

4. **CA in Computer Applications**  
Add BCIS 70K to core; change in units (from 24 to 25 units)

Connie Petlack represented BCIS

- Medical Office
  - The department eliminated Medical Transcription course (BCIS 42) and now have  
    developed BCIS 76, so the temporary place holder of BCIS 85 has been replaced with  
    BCIS 76
  - ACCT 128 makes sense for this program because it has a QuickBooks component

- Computer Applications
  - Adding BCIS 70K – Adobe Acrobat - allows focus of addition computer applications

- Motion to vote on all BCIS programs as a block and place on consent; R. White, Second:  
  D. Danielson, Approval: Unanimous

**F. Program Change (Information Only) (Effective Catalog Year: 2014-15)**

1. **AA-T in English**  
Add ENGL 60 to a choice in List B (no change in units)

   ENGL 60 is now articulated with CSU Long Beach

   Committee endorsed

**6. Miscellaneous Agenda Items**

A. **Prerequisite Timeline – Susan Carey**

   - A program proposal to add a prerequisite came through last year for implementation in  
     Fall 2014, however the department implemented it immediately
   - Students were not informed (did not appear in the catalog) and were upset that the  
     prerequisite changed on them
   - We need to be purposeful about prerequisites and the timing of implementation for  
     future prerequisites – they must be in the catalog first
   - If this were a board or agency mandate, that is different
   - A motion will be made at the next meeting; placed on pending business

B. **Curriculum Committee Bylaws Subcommittee – Boyd Trolinger**

   - Boyd asked who would like to serve on the bylaws subcommittee
   - R. White, J. Dahlgren, T. Day and S. Carey agreed to meet on March 10 at 4pm in SAS  
     221

C. **Short Term Modality – Boyd Trolinger**

   - Boyd showed the committee the new form for departments to request approval for  
     offering courses in less than 6 weeks
   - The biggest issue is the outside of class homework time for courses with a lecture  
     component
   - Committee suggested adding 2 items to the form:
     - Departmental approval: Chair signature stating they have discussed as a  
       department and agreement has been reached
     - New question: What is the shortest amount of time this course will be offered?

D. **Next Meeting – March 3, 2014**

   - Motion to adjourn; R. White, Second: M. Latham, Approval: Unanimous