Members Present
Boyd Trolinger, Chairperson
Stacey Bartlett, Academic Senate
Morgan Brynnan, Library
Dr. Jo Anne Cripe, Life Management
Dr. Robert White, Physics
David Danielson, Dean
Tina Day, Associate Faculty, Language Education
Susan Carey, Articulation Officer
Dr. Leslie Henson, English
Dave Welton, Associate Faculty, Radio-TV-Film
Jennifer White, Associate Faculty, English
John Dahlgren, Drafting
Elaine Hegeman, Student
Craig Rigsbee, Dean
Tamsen Herrick, Mathematics

Members Absent
Mark Latham, Music
Steve Hammond, Counseling
Dr. Sandy Sloan, Business Computer Info Systems
Dr. Samia Yaqub, VP Student Learning

Guests Present
David Anderson, Sustainable Construction
Mario Vela, Kinesiology

AGENDA

1. **Agenda Approval**
   Motion to approve Agenda; J. Dahlgren, Second: S, Bartlett, Approval: Unanimous

2. **Approval of Minutes**
   A. March 25, 2013
   Motion to approve Minutes; T. Day, Second: J. Dahlgren, Approval: Unanimous with two abstentions: M. Brynnan, L. Henson

3. **Consent Agenda**
   A. New Courses
   1. BCIS 31 – Business Presentation Software (1 Unit)
   2. BCIS 33 – Skills for the Working Professional (1 Unit)

   B. Course Modifications
   1. ACCT 20 – Introduction to Accounting
   2. ACCT 100 – QuickBooks Pro-Computerized Accounting
   3. ACCT 105 – Income Tax Preparation
   4. ACCT 110 – Accounting for Payroll
   5. ACCT 128 – Bookkeeping
   6. AJ 1 – Criminology
   7. AJ 2 – Administration of Justice (C-ID: AJ 110)
   8. AJ 3 – Legal Research
   9. AJ 6 – Evidence (C-ID: AJ 124)
   10. AJ 8 – Criminal Investigation (C-ID: AJ 140)
   11. AJ 10 – Juvenile Procedures (C-ID: AJ 220)
   12. AJ 11 – Criminal Procedure (C-ID: AJ 122)
   13. AJ 13 – Organized Crime/Gangs
   14. AJ 14 – Community Oriented Policing
15. BUS 25 – Small Business Management
16. BUS 35 – Management and Human Relations
17. BUS 40 – Organization Management
18. BUS 44 – Human Resource Management
19. BUS 50 – Sales in Today’s World
20. BUS 60 – Introduction to Advertising
21. BUS 62 – Personal Finance
22. BUS 64 – Principles of Marketing
23. BUS 66 – Retail Management
24. BUS 68 – Business on the Internet
25. ECON 20 – Economic History of the U.S.
26. ECON 25 – Introduction to Economics
27. ECON 35 – Introduction to Environmental Economics
28. MATH 12 – Mathematics for Business Decisions (Finite Mathematics) (C-ID: MATH 130)
29. MATH 13 – Survey of Calculus (C-ID: MATH 140)
30. MATH 31 – Analytic Geometry and Calculus II (C-ID: MATH 220)
31. MATH 32 – Analytic Geometry and Calculus III (C-ID: MATH 230)
32. MATH 40 – Differential Equations (C-ID: MATH 240)
33. MATH 42 – Linear Algebra (C-ID: MATH 250)
34. RLS 20 – Real Estate Principles
35. RLS 25 – Real Estate Practices
36. RLS 35 – Real Estate Appraisal
37. RLS 40 – Real Estate Finance
38. RLS 45 – Real Estate Economics
39. RLS 50 – Escrow Procedures
40. RLS 55 – Property Management
41. RLS 60 – Real Estate Mortgage Brokerage

Motion to approve Consent Agenda; J. Cripe, Second: D. Danielson, Approval: Unanimous

4. Pending Business
   A. Course Modifications
   1. MATH 30 – Analytic Geometry and Calculus I (C-ID: MATH 210)
      Changes in catalog description, objectives, unit titles and examples of assignments; Effective Term: Fall 2013
      • This course was held until we got word from the Chancellor’s Office that this course could be a minimum of 4 units and remain a 5 unit course
      • Motion to waive the two-meeting approval process and approve MATH 30; R. White, Second; T. Day, Approval: Unanimous

5. New Business
   A. New Courses
   1. KIN 34 – Step Aerobics (1.5 Unit)
      UC Transfer Status approval requested
   2. KIN 43 – Yoga II (1.5 Unit)
      UC Transfer Status approval requested
      Mario Vela represented Kinesiology
      • These are the last of the activity courses created from the old umbrella “fitness” course
      • Motion to vote on KIN 34 and 43 as a block: R. White, Second: S. Bartlett, Approval: Unanimous
      • Committee Suggestions:
      • KIN 34 – Course Description –last sentence change “discussed” to “emphasized”
      • KIN 43 – enter NONE for prerequisites
B. Major Course Modifications

1. **CSCI 2 – Business and Computer Information Systems (C-ID: ITIS 120)**
   Change in title (was “Computer Literacy”); changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Summer/Fall 2013; One-meeting approval requested**
   Boyd Trolinger represented Computer Science
   - Changes reflect C-ID alignment
   - Consulted with BCIS department on the best home for this course
   - Since programming and networking is involved CSCI department did the alignment
   - Motion to waive the two-meeting approval process and approve CSCI 2; J. Dahlgren, Second: S. Bartlett, Approval: Unanimous

2. **ENGL 60 – Creative Writing: Fiction**
   Change in Title (was “Advanced Creative Writing: Fiction”); change in prerequisite (from ENGL 6 to ENGL 2); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**
   Leslie Henson represented English
   - Used to be “Advanced Creative Writing” with prerequisite of ENGL 6
   - Main difference between this and other Creative writing courses is the focus on fiction rather than multiple genres
   - Committee Suggestions
     - Reading Assignment 1 – change “throwing out” to “posing”
     - Out of Class Assignment 2 – change to a different assignment for next meeting or reword to a public setting or preface it with an ethical sentence
   - The English department would like this course articulated with a similar course at Sacramento State
   - Susan Carey suggested this course be placed on Pending Business until the syllabus from Sacramento State is available to align with

C. Minor Course Modifications

1. **AJ 7 – Report Writing for Law Enforcement Officers**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 30 to 64); **Effective Term: Fall 2013**

2. **ANTH 16 – Archaeology and Ancient Societies (C-ID: ANTH 150)**
   Changes in catalog description, objectives and unit titles; **Effective Term: Fall 2013**
   - Committee Suggestions
     - Reading Assignment 2 – needs a question mark
     - Out of Class Assignment 2 – misspelled Teotihuacan
       - Replace “visit the de Young Museum” with “visit a local museum or take a virtual tour of a Teotihuacan collection” if M. Findlay approves
       - **Note: M. Findlay did not approve; change not made**
   - Motion to waive the two-meeting approval process and approve ANTH 16 pending changes; R. White, Second: T. Day, Approval: Unanimous
3. **ENGL 2 – Reading and Composition (C-ID: ENGL 100 already approved)**
   Changes in catalog description, objectives, examples of assignments and materials of instruction; **Effective Term: Fall 2013**
   This course is already approved for C-ID. Kenneth Bearden has aligned it closer with the C-ID course outline. Minor changes in wording and updates.
   - Motion to place ENGL 2 on Consent; R. White, Second: J. Dahlgren, Approval: Unanimous

4. **ENGL 15 – Film as Literature**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

5. **ENGL 25 – Introduction to Shakespeare**
   Changes in objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

6. **ENGL 26 – Queer Film and Literature**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

7. **ENGL 35 – Cross-Cultural Film and Literature**
   Changes in objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

8. **ENGL 47 – Native American Literature**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

Motion to vote on ENGL 15, 25, 26, 35, 47 as a block; R. White, Second: J. Dahlgren, Approval: Unanimous

- **ENGL 15**
- **ENGL 25**
  - Unit titles are too long – not consistent with other outlines
  - Condense the list of themes and content in unit titles
  - This course was placed on Pending Business
- **ENGL 26**
  - Methods of Instruction – strike Item H
- **ENGL 35**
  - Methods of instruction
    - Delete G, H, I
    - Add Group Discussions and Research Project
  - Motion to amend the block motion to exclude ENGL 25; R. White, Second: D. Welton; Approval: Unanimous
  - Motion to place the blocked courses on consent; R. White, Second: J. Dahlgren, Approval: Unanimous

D. Distance Education

1. **KIN 31 – Quickfits**
   **Online Modality**
   Mario Vela represented KIN 31
   - This course was formerly taught online as T-Tapp, which can no longer be used as a title due to a trademark issue
   - Quickfits will replace this as the course taught online and is designed for fitness for a busy lifestyle
   - Lani Muelrath is the instructor who will teach this course. The instructor will ask the students to videotape themselves and submit the tapes to the instructor for review. She will also ask the students to meet face to face three times per semester
   - Concern about enough feedback and not immediate feedback so the students can modify their routine per the feedback
• There was a big push to have the T-Tapp course online so that students could earn a degree online, but the instructor feedback issue is still an issue with this course
• The committee asked that Lani be invited to the next curriculum meeting to explain instructor presence and what types of technology she plans to use to improve the feedback to students
• This course was placed on Pending Business

E. Course Deletion (Information Only) Effective Term; End Spring 2013
1. CSCI 14 – Programming in C++
   Core Choice; AS Degree in Applied Computer Graphics: Production/Art Studio
   Core Choice; AS Degree in Applied Computer Graphics: Production/Communication Design
   Core Choice; AS Degree in Applied Computer Graphics: Technical/Art Studio
   Core Choice; AS Degree in Applied Computer Graphics: Technical/Communication Design
   Core Choice; AS Degree in Computer Science
   Core; AS Degree in Applied Computer and Networking Technologies: Programming; change in units (from 29-30 to 26-27 Units)
   Core; Certificate of Achievement in Applied Computer and Networking Technologies: Programming; change in units (from 29-30 to 26-27 Units)

F. New Programs
1. AS Degree in Sustainable Construction Principles (36.25 Units)
   Dave Anderson represented Sustainable Construction
   • This program reflects the reality of green building and getting a handle on sustainable construction (mainly green building) building codes, energy efficiency codes, etc.
   • Trying to unite the document preparation, code evaluation and green building principles into this program
   • There is student interest from students in the construction field as well as new students interested in green building, techniques and materials, as well as the bigger values of sustainability
   • Student representatives talked to the committee in support of this degree
   • Committee Suggestions:
     ◦ Remove “4 year degree” statement in the narrative
     ◦ Since the BIT program is currently in Program Vitality and Program Discontinuance and many of the courses included in this degree are BIT, the committee suggested a conversation with the Vice President and Dean about offering or rewriting these courses before approving this program
   • The program was placed on Pending Business

2. AS-T Degree in Early Childhood Education (24 Units)
3. AS-T Degree in Mathematics (19-21 Units)

G. Program Changes (Effective Catalog Year: 2013-14)
1. AA Degree in Social and Behavioral Science (Transfer)
   Add: CDF 57; Remove: CDF 30, 52, 61, 62, 131, 133; No change in units
2. AS Degree in Agriculture Business (Career)
   Core Choice: Remove AGS 22; Core: Add 1 unit AGR 110 and 1 unit AGR 111 as an or to AGR 99 2 unit option; No change in units
3. Certificate of Achievement in Agriculture Business
   Core Choice: Remove AGS 22; No change in units
4. AS Degree in Agriculture Science (Career)
   Core: Add 1 unit AGR 110 and 1 unit AGR 111 as an or to AGR 99 2 unit option; Reduce elective units from 9 to 6 units and remove AET 22, 35, 36, 38, 43, AGS 24, 56, ANS 30, 40, 42,
5. **AS Degree in Environmental Horticulture** (Career)
   Core: Add 1 unit AGR 110 and 1 unit AGR 111 as an or to EH 99 2 unit option; remove AGS 22, add EH 74, add EH 60 or EH 61 as an or to AGS 30, change EH 38 and EH 70 from both required to an or, change in units (from 50 to 46-47 Units)

6. **Certificate of Achievement in Environmental Horticulture**
   Core: Remove AGS 22, Add 1 unit AGR 110 and 1 unit AGR 111 as an or to EH 99 2 unit option; Change in units (from 35 to 32 Units)

7. **Certificate of Achievement in Landscape/Turfgrass Technician**
   Core: Remove AGS 56 and AGS 22; change in units (from 31 to 25 Units)

8. **Certificate of Achievement in Nursery/Florist Technician**
   Core: Remove EH 50, 51 and AGS 22; Add EH 26, 60, 61 as an or; change in units (from 25 to 19 Units)

9. **Mechanized Agriculture** (Career)
   Core: Remove AGS 22; Add 1 unit AGR 110 and 1 unit AGR 111 as an or to AGR 99 2 unit option; change in units (from 46 to 43 Units)

10. **AS Degree in Natural Resources/Parks and Recreation** (Career)
    Core: Remove AGS 22, NR 29, NR 56, NR 66; add 1 unit AGR 110 and 1 unit AGR 111 as an or to AGR 99 2 unit option; change in units (from 52 to 46 Units)

11. **Certificate in Natural Resources/Parks and Recreation** (Career)
    Core: Remove AGS 22, NR 29, NR 56, NR 66; change in units (from 15-17 to 15 Units)

12. **AS Degree in Natural Resources** (Career)
    Core: Remove AGS 22, NR 29, NR 56, NR 66 and PLS 25; add 1 unit AGR 110 and 1 unit AGR 111 as an or to AGR 99 2 unit option; change in units (from 26 to 20 Units)

13. **AS Degree in Computer Applications** (Career)
    Replacing deleted courses with new curriculum; No change in units

14. **Certificate of Achievement in Computer Applications**
    Replacing deleted courses with new curriculum; change in units (from 25 to 24 Units)

15. **Certificate in Computer Applications**
    Replacing deleted courses with new curriculum; No change in units

16. **Certificate in Basic Computer Competency**
    Replacing deleted courses with new curriculum; change in units (from 8 to 5-6 Units)

17. **AS Degree in Legal Office Administration** (Career)
    Replacing deleted courses with new curriculum; No change in units

18. **Certificate of Achievement in Legal Office Administration**
    Replacing deleted courses with new curriculum; No change in units

19. **Certificate in Legal Office Administration**
    Replacing deleted courses with new curriculum; Change in units (from 16.5 to 16 Units)

20. **AS Degree in Office Administration** (Career)
    Replacing deleted courses with new curriculum; No change in units

21. **Certificate of Achievement in Office Administration**
    Replacing deleted courses with new curriculum; Change in units (from 32-33 to 29-30 Units)

22. **Certificate in Office Administration**
    Replacing deleted courses with new curriculum; Change in units (from 13 to 12 Units)

23. **AS Degree in Medical Office Administration** (Career)
    Replacing deleted courses with new curriculum; No change in units

24. **Certificate of Achievement in Medical Office Administration**
    Replacing deleted courses with new curriculum; change in units (from 33 to 34 Units)

25. **Certificate in Medical Office Administration**
    Replacing deleted courses with new curriculum; change in units (from 16.5 to 15 Units)

26. **AS Degree in Licensed Vocational Nursing** (Career)
Add to Admission to the Program: “Applicants that have failed, more than once, from any nursing program (LVN and/or RN) are ineligible to apply;” add to About the Program: “no online labs for BIOL 20/21”

27. **AS Degree in Registered Nursing LVN to ADN (Career)**
Add to Admission to the Program: “Applicants that have failed, more than once, from any nursing program (LVN and/or RN) are ineligible to apply;” add to About the Program: “no online labs for BIOL 15/20/21”

28. **Registered Nursing (Career)**
Add to Admission to the Program: “Applicants that have failed, more than once, from any nursing program (LVN and/or RN) are ineligible to apply;” add to About the Program: “no online labs for BIOL 15/20/21”

6. **Miscellaneous Agenda Items**
   A. Distance Education Instructor Presence – B. Trolinger
   B. Next Meeting – April 15, 2013
   C. Motion to adjourn; T. Day, Second: J. Cripe, Approval: Unanimous