Members Present

Carrie Roberson, Academic Senate
David Danielson, Dean
Suzanne Wakim, Biology
Morgan Brynnan, Library
Susan Carey, Articulation Officer
Lisa Kekaha, Language Education/Development
Tina Day, Associate Faculty, Language Education
Dr. Jo Anne Cripe, First Year Experience
Dr. Samia Yaqub, VP Student Learning
Jordan Baird, AS Representative
Mark Latham, Music
Terri Hutton, Child Development/Family Relations
Lenny Bailey, Associate Faculty, Radio-TV-Film
Dr. Sandy Sloan, Business Computer Info Systems

Members Absent

Boyd Trolinger, Chairperson
Craig Rigsbee, Dean

Guests Present

Bruce Hicks, Ag
Molly Emmons, English
Patrick Christensen, Chair, Business Education
Dorene Thompson, BCIS

AGENDA

1. **Agenda Approval**
   Motion to approve agenda; J. Cripe, Second: S. Sloan, Approval: Unanimous with one abstention: T. Day

2. **Approval of Minutes**
   A. **October 20, 2014**
   Motion to approve minutes; D. Danielson, Second: M. Latham, Approval: Unanimous with three abstentions: J. Cripe, T. Day, S. Sloan

3. **Consent Agenda**
   A. **New Course**
      1. **EH 66 – Orchard Production and Management** (3 Units)
         Program Applicable
   B. **Course Modifications**
      1. **AET 26 – Basic Surveying**
         Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation and examples of assignments; *Effective Term: Spring 2015*
      2. **AET 30 – Tractors and Crawlers (C-ID AG-MA 108L)**
         Changes in objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Ped Cap correction (100 to 22); *Effective Term: Spring 2015*
      3. **AET 34 – Farm Machinery**
         Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*
      4. **AET 35 – Heavy Equipment Methods**
         Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*
5. **AET 36 – Heavy Equipment Operation**
   Addition of corequisite (AET 35); Changes in recommended prep, objectives, methods of instruction, methods of evaluation and examples of assignments; *Effective Term: Spring 2015*

6. **AET 38 – Diesel Engines and Machine Systems**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

7. **AET 43 – Hydraulic and Pneumatic Systems**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

8. **AGS 30 – Ecology of Insect and Disease Management**
   Changes in recommended prep, catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

9. **AGS 104B – Organic Farming Techniques**
   Changes in objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

10. **EH 60 – Principles of Integrated Pest Management**
    Deletion of cross-listing (AGS 60); changes in methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

11. **EH 61 – Plant Protection Materials**
    Deletion of cross-listing (AGS 61); changes in catalog description, objectives, methods of evaluation and examples of assignments; *Effective Term: Spring 2015*

    Change in units (from 4 to 3 units); change in hours (from 51 lec/51 lab to 34 lec/51 lab); changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2015*

13. **HIST 10 – United States History-1877 to Present (C-ID HIST 140)**
    Changes in unit titles, methods of evaluation, and examples of assignments; *Effective Term: Spring 2015*
    *Changes made in response to Conditional Status by C-ID*

14. **MUS 6 – Women and Music**
    Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

15. **MUS 9 – World Music**
    Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; *Effective Term: Spring 2015*

C. **Program Changes (Effective Catalog: 2015-16)**
   1. **Certificate of Achievement in Heavy Equipment Operator Technician**
      Core: Addition of AET 44; change in units (from 29 to 31 units)
   2. **AS Degree in Environmental Horticulture**
      Core: Deletion of AB 25, AB 26, EH 33, EH 124; Addition of AGS 20, EH 23, EH 62; change in units (from 46-47 to 40 units)
   3. **Certificate of Achievement in Environmental Horticulture**
      Core: Deletion of EH 33; Addition of AGS 20, EH 23; no change in units
   4. **Certificate of Achievement in Landscape/Turfgrass Technician**
      Core: Addition of EH 23 as option; no change in units
   5. **Certificate of Achievement in Nursery Technician**
      Core: Deletion of EH 124; Addition of EH 23, EH 62 as options; no change in units
   6. **Certificate of Achievement in Plant Protection**
      Core: Deletion of AGS 22, AGS 60, AGS 61, ANS 20, EH 33, PLS 20; Addition of AGS 20, AGS 40, EH 62, EH 66 as options; no change in units

Motion to approve consent agenda; M. Brynnan, Second: L. Bailey, Approval: Unanimous
4. **Pending Business**

   A. **Major Course Modification**

   1. **AET 22 – Natural Resources and Agri-Construction**
   
      Change in hours (from 17 lec/102 lab to 34 lec/51 lab); changes in catalog description, objectives, unit titles and examples of assignments; **Effective Term: Fall 2015**
      
      Bruce Hicks represented Heavy Equipment
      
      - The lecture is being increased to allow enough time to teach the safety skills necessary for the lab
      - Motion to place on consent; J. Cripe, Second: S. Wakim, Approval: Unanimous

   2. **BCIS 47 – Desktop Publishing**
   
      Change in units (from 3 to 2.5 units); change in hours (from 34 lec/51 lab to 34 lec/25.5 lab); changes in unit titles, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2015**
      
      Sandy Sloan represented BCIS
      
      - Reducing the lab hours to what students really need
      - Students now have access to Adobe Creative Suite, which is now in all labs, rather than just one lab
      - Motion to place on consent; T. Hutton, Second: M. Brynnan, Approval: Unanimous with one abstention: S. Sloan

5. **New Business**

   A. **New Courses**

   1. **BCIS 81 – Microsoft Excel for Business** (1 Unit)
   
      Program applicable
      
      Dorene Thompson and Patrick Christensen represented BCIS
      
      - The accounting department asked that BCIS create a 1 unit excel course focusing on financial statements specifically
      - There is an existing 3 unit course offered for the majority of students in other programs
      - Motion to place on consent; D. Welton, Second: S. Wakim, Approval: Unanimous

   2. **JOUR 10 - Beginning Newspaper Production** (3 Units) (C-ID JOUR 130)
      
      Program Applicable

   3. **JOUR 12 - Intermediate Newspaper Production** (3 Units) (C-ID JOUR 131)
      
      Program Applicable

   B. **Major Course Modification**

   1. **JOUR 2 – Introduction to Reporting and Newswriting** (C-ID JOUR 110)
   
      Change in title (was “Introduction to Newswriting”); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction; **Effective Term: Fall 2015**

   C. **Minor Course Modifications**

   1. **ENGL 25 – Introduction to Shakespeare**
   
      Changes in objectives, methods of instruction and examples of assignments; **Effective Term: Spring 2015**
      
      Molly Emmons represented English
      
      - Raised number of writing requirement words to 5000
      - Committee suggestion:
        - The prerequisite shows ENGL 119 or English Level IV, however ENGL 119 is now equivalent with English Level III so the prerequisite should reflect this
        - Note: It was later determined that English Level IV is the correct placement level as students take either ENGL 119 which prepares them for Level IV or place at Level IV
• Motion to place on consent pending requested changes; R. White, Second: T. Day, Approval: Unanimous

2. **RTVF 12 – Mass Media and Society (C-ID JOUR 100)**
Changes in catalog description, objectives, unit titles, examples of assignments, and materials of instruction; *Effective Term: Spring 2015*
Dave Welton represented Radio-TV-Film
• This course is being aligned with C-ID for the AA-T degree in Journalism
• Committee suggestions:
  ◦ Out of Class Assignment #2 – take off question mark
  ◦ Methods of Instruction – remove Group discussion, Reading Assignments
  ◦ Methods Evaluation – Remove Papers, Final Examination, Mid-term and final examinations
    • Change writing requirement to “minimum” of 1500 words
• Motion to place on consent pending changes; S. Sloan, Second: S. Wakim, Approval: Unanimous with one abstention: D. Welton

D. **Discipline Changes**
1. **RTVF 30 – Digital Audio Production**
   Add Commercial Music and Broadcast Technology
2. **RTVF 40 – Digital Video Production**
   Add Broadcast Technology
3. **RTVF 55 – Music Video Production**
   Add Commercial Music and Media Production
Dave Welton represented Radio-TV-Film
• In today’s technology these disciplines are closely aligned; these changes accurately align with the industry
• Motion to vote on all discipline changes as a block; S. Sloan, Second: M. Brynnan, Approval: Unanimous
• Motion to place on consent; R. White, Second: M. Latham, Approval: Unanimous

E. **New Program**
1. **AA-T in Journalism** (18 Units)

F. **Program Modifications (Effective Catalog Year: 2015-16)**
1. **AS Degree in Accounting**
   Core: Replace BCIS 85 with BCIS 81; change in units (from 41 to 39)
2. **Certificate of Achievement in Accounting**
   Core: Replace BCIS 85 with BCIS 81; change in units (from 30 to 28)
3. **Certificate in Account Clerk**
   Core: Replace BCIS 85 with BCIS 81; change in units (16-17 to 14-15)
4. **Certificate in Tax Preparer**
   Core: Replace BCIS 85 with BCIS 81; change in units (from 17 to 15)
Patrick Christensen represented Accounting
• All programs are being reduced in units to accommodate BCIS 81 (1 unit) instead of BCIS 85 (3 units)
• Motion to vote on all programs as a block, R. White, Second: J. Cripe, Approval: Unanimous
• Motion to place on consent; R. White, Second: M. Brynnan, Approval: Unanimous

6. **Miscellaneous Agenda Items**
A. Next Meeting – November 17, 2014
• Motion to adjourn, R. White, Second: S. Sloan, Approval: Unanimous