**Present**: ***Louie Giambattista,******Chair***; Dann Gesink, Erich Holtmann, Morgan Lynn, Michelle Mack, Scott Hubbard (B. Proctor), Jancy Rickman, Penny Wilkins, Rikki Hall, Ryan Pedersen, Eileen Valenzuela, Nancy Ybarra and Shondra West (Note taker)

**Absent**: Christina Goff, Natalie Hannum, Kevin Horan, and Grace Villegas

**Guest**: John Schall

Meeting called to order: 1:09pm Location: SS4-412

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Tonight is the opening of Reality Check at the CA Theater, 7pm. It’s a play written and acted by students.

1. **Approval of the Agenda**

**Action:** Approved with changes (M/S: Wilkins/Gesink); unanimous

* Remove BUS 35D from the agenda substantive changes, item 4
* Move EMS 014 from the consent agenda, item 3 move to item 4

**Approval of the Minutes from November 15, 2017**

**Action:** Approved (M/S: Mack/Holtmann); abstain D. Gesink and S. Hubbard

1. **Consent Agenda**

**Action:** Approved (M/S: Wilkins/Gesink); unanimous

1. **Substantive Changes to Existing Course Outlines of Record and Prerequisites/Co-requisites**

**EMS 014 Healthcare Provider CPR**

**Action:** Approved with changes (M/S: Gesink/Mack); unanimous

* Change the repeatability

**BUS-035 Microsoft Office**

**Action:** **tabled**

The committee concluded this is a new course based on the following:

* Major content changes which impact the small business management program outcomes.
* Access/Excel is now part of the course and wasn’t previously.
* Major SLO changes which warrants submission as a new course.
* This course should replace Bus 035B Excel and not 35A Word and 35C PowerPoint.
* Content change impact repeatability for students who have previously taken this course; Bus 035.

It was shared the department had considered changing this to a new course, but wanted the committee feedback. The committee recommends submitting this as a new course, remove of the existing course, and make changes to the program impacted by the change.

**BUS-056 Electronics Records Management with MS Access**

**Action:** Approved with changes (M/S: Lynn/Wilkins); unanimous

Business courses are being revised based on a statewide initiative - Business Information Worker (BIW).

* Change advisory BUS 35D and replace with familiarity with MS access
* Minor edits needed to the schedule description

**EMS-013 Medical Terminology for Health Care Professions**

**Action:** Approved with changes (M/S: Mack/Lynn); unanimous

This course will replace BUS 086 Medical Terminology. This course will include terminology, basic anatomy and physiology. Nursing majors may use this course to replace the lower unit terminology course. Medical terminology is a prerequisite for the LVN program.

Committee Recommendations:

* Edit the schedule description – this course “could” meet the requirement for most Allied programs.
* Add to the scheduled description indicating technology use of internet, computer email required.
* Uncheck activity
* Research if this course is CSU/UC/IGETC applicable
* Select a cohort number
* Remove Bus 086 and add EMS 013 to the Fire program, as elective

**LACI-048 Leadership for Change**

**Action:** Approved with changes (M/S: Lynn/Wilkins); abstain M. Mack

This was previously a Human Services course.

* Need a cohort number
* Remove activity
* Remove the PSLOs. This course is not connected to a program.
* Add English advisory due to students being assessed via their written papers.

**POLSC-043 International Relations**

**Action:** Approved (M/S: Hubbard/Rickman); unanimous

* This course was previously SC now it’s LR, double-check with the department.

1. **New Courses**

**AUTO-111 - Automotive Electrical Systems**

**Action:** Approved with changes (M/S: Lynn/Hubbard); unanimous

* Schedule description strikeout “and many other electrical systems”
* Remove “eligibility” Engl 095 or higher

**AUTO-112 - Engine Technology**

**Action:** Approved with changes (M/S: Mack/Gesink); unanimous

* Remove “eligibility” Engl 095 or higher

**AUTO-140 - Hybrid and Alternative Fuels Technology**

**Action:** Approved with changes (M/S: Lynn/Gesink); unanimous

* Remove “eligibility” Engl 095 or higher

**BUS-019 Intermediate MS Excel**

**Action:** Approved (M/S: Mack/Wilkins); unanimous

This is an intermediate excel course part of BIW certification

**SPAN-046 Spanish for the Professions**

**Action:** Approved (M/S: Holtmann/Wilkins); unanimous

**SPAN-047 Spanish for Healthcare Professionals**

**Action:** Approved with changes (M/S: Lynn/Rickman); unanimous

* Edit the catalog description from “convey information” to carry or have
* Revise the schedule description from “target language” to Spanish is the target language

1. **Online Supplement**

**BUS-018 Introduction to Excel**

**Action:** Approved (M/S: Holtmann/Wilkins); unanimous

This is a COOR update. The discussion is conducted via SNAP where students are completing activities (excel) through a computer generated program that provides responses based on student data being inputted.

**BUS-019 Intermediate MS Excel**

**Action:** Approved (M/S: Holtmann/Mack); abstain M. Lynn

**BUS-035 Microsoft Office**

**Action:** Tabled

* Bus-035 COOR was not approved

**BUS-056 Electronic Records Management w/MS Access**

**Action:** Approved (M/S: Rickman/Wilkins); unanimous

1. **Programs**

**COA Information Technology (Basic)**

**Action:** Approved (M/S: Lynn/Wilkins); unanimous

Merged courses together to model the state curriculum which changes the program requirements.

**COA Information Technology (Advanced)**

**Action:** Approved (M/S: Mack/Wilkins); unanimous

**Certificate of Competency – Elementary Algebra and Arithmetic**

**Action:** Approved (M/S: Wilkins/Rickman); unanimous

**College Skills Certificate: Business Information Worker Level 1**

**Action:** Tabled

* Bus 035 and 035D COOR was not approved.

**College Skills Certificate: Business Information Worker Level 2**

**Action:** Approved with changes (M/S: Mack/Holtmann); unanimous

* Remove the “worker” replace “Professional”
* Change Bus 022 to Bus 19 and Bus 56 title wording from “using” to “with”

1. **In-Class and Out-of-Class Hours**

Recent Title 5 changes will require COOR changes to include in and out-of-class hours. The COOR will read the number of hours for in and out of class hours for lecture and lab activity. LABAR is considered out of class hour. More information will be provided regarding some concerns how to report online hours as in/out, load, etc. Academic Senate is working with District to develop language on minimum and maximum hours. The state will develop a divisor to calculate in/out/TBA hours for the carnegie units as either being too few or excessive hours. Currently, the database has been changed to include adding the in class hours. Once the database has been updated, a report will be provided to departments to review and provide what will be in/out class hours.

Standing Meetings no reports at this time; tabled until next meeting

* SGC
* ARTICULATION
* TLC
* AS

Meeting adjourned: 2:50pm

Meeting Dates: Spring 2018: February 7, 21, March 7, 21, April 4, 18, May 2, 16

Location and Time: CO-420 / 1-3pm