**Present**: *Louie Giambattista, Chair*; Tawny Beal, Collin McKay Brown (LMCAS), Susie Hansen, Erich Holtmann, Kevin Horan, Scott Hubbard (phone), Christine Kromer, Morgan Lynn (phone), Jancy Rickman, Eileen Valenzuela, Grace Villegas, Penny Wilkins, Colin McKay Brown (Associated Students Representative) and Shondra West (Note taker)

**Absent**: Robert Pope, Natalie Hannum, Michelle Mack, A’kilah Moore, and Nancy Ybarra

**Guest**: Students from POLSC

Meeting called to order: 1:13pm Location: CO-420

CURRENT ITEMS

1. **Announcements & Public Comment:**
* Students for Mr. Clarke’s POLSC class were welcomed. Members introduced themselves by name and department.
1. **Approval of the Agenda**

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

**Approval of the Minutes from March 2, 2016**

**Action**: Approved with changes (M/S: Wilkins/Kromer); T. Beal abstain

Correction:

1. Remove Tawney Beal as present to absent.
2. Pg. 3 item 2 - third bullet change “are” to “or” videotaped
3. **Consent Agenda**

None

1. **Existing Course Outlines of Record and Pre/Co-requisite**
* **TRAVL-114 - Group Travel Management**

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

The COOR was updated to include newer text book, changed CSLOS to create more efficient assessments, revised catalog/schedule description, and aligned sample assessments with CSLOs.

**TRAVL-114 Online Supplement**

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

The program is 100% online. The supplement was updated to align with the COOR.

* **Journ-100 - Mass Communication**

**Action**: Approved (M/S: Beal/Kromer); unanimous

This course was GE approved. The COOR was updated as an existing course; time for renewal. When changes to an existing GE course is completed, it requires GE to reapprove. This course satisfies Arts/Humanities GE requirement. The department will keep the existing advisories.

1. **Online Supplements**
* **ENGL-231 - Mystery and Detective Fiction**

**Action**: Tabled

This is a 100% online course.

Committee Recommendations:

1. The COOR lacks wording about substantive interaction from the instructor. The discussion board section talks about students’ interaction and not the instructor. The committee questioned what will be the substantive interaction from the instructor?
2. It was questioned the use of Standard American English required for students to post on the discussion board. The use of SAE is throughout the COOR which was previously approved. It was shared the statement is needed so that students reframe from using casual text writing. It was shared to avoid cultural exclusion, SAE should not be required.
3. **Programs:**

**COA - Welding Technology**

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

The department is replacing the ENGL 90 or 100 requirement with ENGL 95 or 100

Committee Recommendation:

1. Add a note that the department has been informed that English will be inactivating ENGL-090 and replacing it with ENGL-095. ENGL-90 requirement is used only for this certificate and no other certificates are impacted by the change. Officially the request to deactivate ENGL 90 and activate ENGL 95 hasn’t been approved, so students entering in the program can exercise their catalog rights to either fulfill the ENGL 90 or 95 requirement.
2. **Changes to COOR form and instructions**

Action: tabled

Changes were applied to the COOR form and Instructions based on a previous discussion from last time. However, the committee agreed to table this item until further review of the document is completed by members.

Standing Items

* SGC – the RAP process is ongoing until the final applications are approved.
* Articulation – waiting for results for IGETC/GE approval.
* TLC – the committee provided feedback on the Midway report regarding changes needed. Briana has updated the instruction docs regarding assessment and she will begin a series of chats to help people understand assessment CSLO/PSLO via workshops. The updated information is available on TLC’s website.
* Academic Senate – The committee discussed COMP load issues and the committee charges to address it.

Meeting adjourned – 1:45 pm

Meeting Dates: April 6, 20, May 4, 18

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