**Present**: *Louie Giambattista, Chair*; Theodore Adkins, Dennis Gravert, Anthony Hailey, Natalie Hannum, Susie Hansen, Marie Karp, A’kilah Moore, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, Nancy Ybarra, Yongmin Zhu, and Shondra West (Note taker)

**Absent**: Christine Park

**Guests**:) Mark Garcia, Dave Wahl, Kasey Gardner, and POLSC students; Brandon Moore, Spence Wade, Matt, Johnny Roberts, Julio, and Rick Frances

Meeting called to order: 1:06 pm

Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* Tickets are on sale for Rent from December 3-6; the show is going to be fantastic.
1. **Approval of the Agenda**

**Action:** Approved (M/S: Wentworth/Stricker) Unanimous

* Drama 900 move as the first agenda item

 **Approval of the Minutes from October 15, 2014**

**Action:** Approved (M/S: Stricker/Karp) Unanimous

1. **Experimental (900) Course Outline of Record**

DRAMA – Directing Workshop

Action: Approved (Pedersen/Gravert) one abstention; Hailey

**Committee’s Feedback:**

This is an experimental directing course separate from the other Drama 52 course. The COOR is similar in respect to directing. Drama 52 is three courses combined into one; play writing, directing, and acting with stage management. This course is focused on directing work. DVC is looking at this course and will jump on board once we successfully iron out the kinks. This course will eventually lead to directing major and/or transfer. Together every department is working towards the same goal.

The repeat option was marked and was questioned if this course meets the District’s MOU. It’s unclear whether this course meets the repeatable requirements, due to the different guidelines that other colleges follow. This course must meet District MOU requirements for repeatability before it’s can be approved by curriculum. The committee was concerned if this course remains repeatable it could develop into a family; beginning, intermediate, and advance to meet state repeatable requirements. Also, the District MOU process is rigorous and this course will not be ready for Su’15.

Since this course is an experimental course, the department chair was okay with changing it to non-repeatable. When this course is ready to be converted to a permanent course, the chair will have more information about the repeat process.

1. **Consent Agenda**

**Action:** Approved(MS: Stricker/Pedersen) Unanimous

COMS-056 – Programming Logic and Design

MATH-027 – Algebra for Statistics

There was a concern if Math-027 satisfies other math course prerequisites; it was shared this course is not used to satisfy any other math prerequisite.

1. **Existing Course Outlines of Record**

**Second Review:**

MUSIC-40 – Concert Band

**Action:** Approved(MS: Gravert/Hailey) Unanimous

This proposal was brought back with the current textbook information. At a previous meeting, the committee caught the textbook section was outdated.

**First Review:**

PTEC-010 – Introduction to Process Technology

**Action:** Approved(MS: Gravert/Karp); Unanimous

The PTEC courses are substantial changes; COOR using the new template, textbook, and cohort were updated.

PTEC-012 – Petrochemical Safety, Health, and Environment

**Action:** Approved(MS: Wentworth/Gravert); Unanimous

The PTEC courses are substantial changes; COOR using the new template, textbook, and cohort were updated.

PTEC-024 – Process Instruments

**Action:** Approved(MS: Gravert/Pedersen) Unanimous

The PTEC courses are substantial changes; COOR using the new template, textbook, and cohort were updated.

PTEC-025 – Process Technology I – Equipment

**Action:** Approved(MS: Gravert/Zhu); Unanimous

CSLOs by A/C levels are not clearly identified; they are embedded within the COOR.

PTEC-027 – Applied Instruments Analysis

**Action:** Tabled

Textbook according to Title 5; update every 5 years if the course is an articulated transferable course. On the original proposal Math 26 text was not updated and needs updated textbook since this course is CSU transferable.

PTEC-035 – Process Technology II – Systems

**Action:** Approved(MS: Hailey/Karp) Unanimous

The PTEC courses are substantial changes; COOR using the new template, textbook, and cohort were updated.

ETEC-004 – Introduction to Electrical Technology

**Action:** Approved(MS: Stricker/Gravert) Unanimous

COOP-160 – General Work Experience Education

**Action:** Approved with changes(MS: Hailey/Wentworth) Unanimous

Dave represented the COOP courses and answered questions about 160, 170, and 180.

The committee’s questions:

* The repeat policy for COOP and the current MOU which mentions intercollegiate, vocational, and competitions are repeatable; does this fall under vocational? Dave shared other language in Title V states that COOP can be repeated up to 16 units during students entire time at community college.
* The committee was concerned about the maximum hours listed at 600 which is not equivalent to the maximum number of units listed at 4. Dave shared the unit value was changed and the hours were overlooked. The maximum hours is 300 for 4 units (which is 75 x’s 4). The total hours are 60-300.
* Is the COOP 170A now the 180? Dave shared a change with the course number 170A was changed to 180 in order to be consistent with our other sister campuses.
* Are there a lot students completing COOP? Dave shared about 50 to 60 students and it’s growing due to advertisement.
* No date for the textbook. Dave shared the text was made by the department and recently revised with very little changes. The revision date can be added; month and year.
* Is there a discipline for COOP and who can be the instructor of record? It was shared there’s a list of disciplines. Dave shared COOP 160 is general and students major doesn’t match the discipline, whereas 170/180 are all in the disciplines. For faculty member to teach 160, they must have Cooperative Work Experience and the discipline listed is correct; COOP Work Experience or education.
* Matthew Stricker read from Title V language regarding when textbooks should be updated and how often.

**Final changes:** add the month/year last revised to the text handbook, check discipline for 160, change the hours to 60-300, and change actual title of the textbook.

COOP-170 – Occupational Work Experience Education

**Action:** Approvedwith the changes (MS: Hailey/Stricker) Unanimous

Update the hours and add a date to the handbook.

COOP-180 - Occupational Work Experience Internship

**Action:** Approvedwith the changes (MS: Hailey/Stricker) Unanimous

Update the hours and add a date to the handbook

MATH-026 – Plane Geometry

**Action:** Approvedwith changes (MS: Stricker/Pedersen) Unanimous

It was explained via email from the department chair that the newest COOR template was not used because the courses have not been assessed. They wanted this course on the agenda before the November 1st deadline in order to meet the catalog deadline. This course is part of cohort 1 and last assessed 2012-13 and there are newer versions of the textbook, which doesn’t require to be updated because it’s not a transferable articulated course.

**Final changes:** reformat the COOR to the newest template, need current assessment date, and add cohort number.

MATH-080 – Differential Equations

**Action:** Approved(MS: Gravert/Karp) Unanimous

The prerequisite for Math 80 was changed from Math 70 to Math 60; plus the wording was changed. The information covering Math 70 content was removed since it is no longer the prerequisite and more information was added about differential equations and vectors. This course is a mix/match of who offers what for prerequisite across the state. The cover sheet will be updated to the newest template and check CSU box. The CID requires Math 60, but some colleges are choosing Math 70.

**Committee’s Feedback:**

1. **New Course Outlines of Records:**

First Review:

* INDIS-100 – International Language and Culture

**Action:** Approvedwith changes (MS: Gravert/Karp) Unanimous

Kasey Gardner represented this course and shared there is a District Study Abroad Program where a 10 year faculty member is selected from one of the three colleges to represent our District in a four District Consortium to teach at each location. Every spring students’ visit Florence and fall rotate between Barcelona and Paris. The last faculty member to go was Joanne Hobbs who went to London with students two semesters ago. The Consortium recently changed their policy; the instructor that teaches must teach at their home location/college. Instructors that previously went taught DVC courses. This is the direct reason why this course is being proposed to be offered at LMC. Also, instead of having four courses that cover each country, this course is one that covers all four. The reason for the change with the Consortium, that each home location will become responsible for holding the risk of low enrollment whereas one campus will not hold the risk for the entire District. The discipline has not been assigned to a specific area due to different faculty members are selected to go. The Department was assigned to INDIS to allow faculty from different disciplines to teach the course; to include the addition of Business and Math.

The committee recommended that this course could be assigned to a department; foreign language or humanities. In order to offer this course as a new INDIS department, a TOP Code is needed and a department code created via Business Office. When a department designator is assigned then guidelines who can/cannot teach the course restricts those that are qualified and will restrict to that department.

**Final changes:** check grammar, catalog description, check CSU/UC GE, find department and State TOP Code, and add disciplines.

* ENGL-015 – Summer Bridge: How to succeed in College English

**Action:** Approved(MS: Pederson/Wentworth) Unanimous

This course is for high school students as part of the Summer Bridge program. This course stems from a request to develop this course for students to receive credit for one unit. The instructor will receive load for teaching this course. Students transitioning in this course will receive units, but ideally would like to see it paired with a counseling class. This class will allow LMC to capture students early to process their student IDs and transition them as true college students. In addition, this course would allow Summer Bridge program to be offered as 4.0s instead of 1.0. There is a push behind the Career Pathway Trust for HS students to transition into college at the Sophomore/Junior level before they exit HS and start thinking like a college student.

One suggestion is to offer the course with more rigor so students can receive transfer credit, because this course doesn’t go towards associate degree or transfer and we want students to take meaningful courses like the Couns 100 that’s transferable. For Couns courses that are not transferable, the Counseling Department is currently working on revising them so they are.

This is not a remedial course; it’s an orientation to college course. Students below or above English 100 can take this course. This course is designed for students to become successful in college English courses and framed to be transferable. This course could be applied as an transferable and associate degree elective course.

Since there’s a difference between HS and College English this course will help students transition into college English courses and be successful. This course could be comparable to English 70 courses which are not degree applicable; however this course is geared to target at-risk students and give them wrap around services that goes with Summer Bridge and college exposure. With this course being connected to the Summer Bridge Program, it is part of the 3SP initiative; Ed. Plan, assessment, and orientation; like a Freshman Experience course.

The originator of the course reviewed the Umoja program to help develop this course. The Umoja program had two courses that were non-degree applicable and offered as experimental course which worked well for students transition them into college. After the year elapse for the experimental courses, they were no longer offered. It was recommended to offer this course as an experimental course; but the department requested to offer this as permanent course.

Students’ viewpoint: as a student since the course is not degree applicable and transferable, why take it; they would rather take an English 100 course. Some students would like to test the waters to help them approve in an English 100 course and can see this course beneficial.

It was brought to the committee attention that if students take this course, it will give them an opportunity to perform better on assessment testing allowing them to advance to higher English course, like 100 and bypass English 70. Currently, English department can request for students to retake the assessment test if they seem misplaced based on the first results; students cannot request only instructors.

Final recommendations: this course is not designed as remedial, check degree applicable box, baccalaureate will remain in order to make this an elective transferable course, and possible additional CLSOs may be required, since only two were listed.

* ENGL-095 – Accelerated Reading, Writing, and Critical Thinking

**Action:** Approved(MS: Stricker/Pedersen) Unanimous

This course is being converted from experimental to permanent course. This is an accelerated course which is a combination of English 70 and 90; more outcomes geared towards 90. This course is an accelerated course with the right pedagogy and wrap around services to prepare students for college English in one semester.

1. **Existing Prerequisite Approval**
* PTEC-027 – Applied Instrument Analysis

**Action:** Tabled

* MATH-026 – Plane Geometry

**Action:** Approved(MS: Stricker/Hailey) Unanimous

There are no substantial changes required for the existing prerequisite.

* Math 29 – (Stricker/Hailey)

**Action:** Approved(MS: Stricker/Hailey) Unanimous

* MATH-080 – Differential Equations

**Action:** Approved with changes(MS: Stricker/Hailey) Unanimous

Number eight is the justification for the prerequisite; however number four could be the justification to meet CSU/UC requirement.

**Final changes**: change the justification to number four (4).

1. **Experimental (900) Course Outline of Record**
* BIOSC – Introduction to Bioscience Research

**Action:** Tabled

This course was developed based on a research program that was offered last year; students were paid with grant money and funding is no longer available. Instead of offering pay, this course is designed to offer credit. This course is non-degree applicable which the committee felt it should be degree applicable. Having the course as degree applicable may influence the students’ ability to receive financial aid; however students can receive financial aid for limited number of non-degree applicable courses. The committee didn’t see any downside to offering the course as degree applicable but will need to check with the originator. The prerequisite form is missing and not sure if prerequisite is acceptable with 900s. This item was tabled.

1. **College Skills Certificate**
* Business – Fundamental Business Skills

**Action:** Approved (Pedersen/Hailey), Unanimous

Dave Wahl represented the skills certificate with intentions to offer them with the career advancement cohorts to be offered in the spring. Most of the skills certificates were removed from the catalog, and the Development Board of the One Stop Career Center are not able to access funding without certificates. The Business Department was asked if they could bring back the certificate and package the courses into cohorts for the spring. Recruitment is happening but limited until this certificate is approved. The state is looking at career college advancement for students to take cohort classes that will lead to employment, and eventually have students return to earn a degree.

Process Technology – Bridge to Advanced Manufacturing

**Action:** Approved with changes (Pedersen/Stricker), Unanimous

This certificate is a bridge to advanced manufacturing; this is a basic course being the first in the cohort along with some one unit courses that are soft skills. Critical thinking and problem solving skills are needed when candidates are applying for jobs. Also, Math 25 will be taught in this course. These two certificates will go on the EPO – Employers Providers Employment List which is a list on the state website of approved programs receiving funding.

**Final changes**: Change the title Math-25 from pre-algebra to elementary algebra

**Tabled Items**

1. **Changes to Existing Programs**
* AS/COA – Computer Support Specialist
* AS/COA – Networking & Security
* AS in Mathematics; Deactivate
* AS in Computer Science; Deactivate
1. **4CD & FSCC Information**
2. **COOR Formatting**
3. **RAP Funding**
4. **COOR Description Changes**
5. **CTE Requisite Review**

 **STANDING ITEMS**

1. **CurricUNET**
2. **Shared Governance Committee**
3. **Articulation**
4. **Teaching & Learning Committee**
5. **Academic Senate**
6. **Other**

Meeting adjourned –2:56 pm

Fall 2014 Meeting Dates: December 3

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