Los Medanos Curriculum Committee   Minutes from October 5, 2011

Present: Janice Townsend (Chairperson), Robin Aliotti, Christina Goff, Paula Gunder, Linda Johnson, Pam Perfumo, Kasey Gardner, Matthew Stricker, Michael Norris, Beth Shrieve, David Zimny for Carol Hernandez, Susie Purdy, Kiran Kamath, Gil Rodriguez, Eileen Valenzuela, Grace Villegas, and Margaret Hertstein, Note Taker.

Guests: Clayton Smith, Sandy Jones, Phil Gottlieb, Student visitors.

Announcements & Public Comment – None this agenda

Approval of today's Agenda- Approved with adjustment to order to accommodate guests. (M/S;Norris.Goff) Unanimous.

Minutes from September 21, 2011 - Approved. (M/S;Norris.Stricker) Unanimous

Consent Agenda – Motion to remove BIOSC-005 and BIOSC-010 from the Consent agenda for discussion. Remaining consent agenda items approved. (M/S;Norris.Goff) Unanimous

The BIOSC-005 and BIOSC-010 were discussed. The listing of HBA/TBA lab hours cannot be in a range of hours. Every section of the same course must have the same hours for HBA/TBA to be in compliance. Discussion resulted in a motion to have the Dean check with district for confirmation and report back to the Department regarding corrections. Give specific and clear feedback for the reason why it is not correct as submitted per specific audit requirements. (M/S;Norris.Goff) 8-0-1 The motion passed. Gil will contact the BIOSC department. An additional motion was made to report back to the Department the rationale of why the form was not completed properly to be in compliance per audit and state requirements and to fill out properly and re-submit. (M/S;Zimny.Perfumo) A vote resulted in 1-1-7 with the Chair voting No. Not passed.

Existing Course Outlines of Record
COMSC-060-Microcomputer Applications and Emerging Technologies. Approved with minor corrections. Front page note this course satisfies the computer competency graduation requirement. Scheduled lab line will be added in. Page 6 assessment table header will be column 1-Class Discussion/Topic Reports. Throughout the narrative add topic reports to class discussion wording. Page 8 add bullet #4 to C-level work with wording "proper usage of some of the devices".   The Office of Instruction office will make the corrections. (M/S;Goff.Gardner) Unanimous.

Online supplements: These were reviewed here to accommodate the guests.
COMSC-037-Help Desk Customer Technical Support – Approved. (M/S;Goff.Norris) Unanimous.
COMSC-060- Microcomputer Applications and Emerging Technologies. Approved. (M/S;Goff.Gardner) Unanimous
COMSC-090- PC Repair-Hardware (A+Certification) – Approved. (M/S;Gardner.Norris) Unanimous.
COMSC-091- PC Repair-Software (A+Certification) – Approved. (M/S;Goff.Stricker) Unanimous.

Note: A friendly suggestion to the Distance Education Committee was made to add a line on the form for units of the course and lecture/lab hours for partially online on a future form. The Distance Education committee has the course outline of record when they are reviewing the online supplement for a course. For curriculum, the course outlines are located on the "P" drive for those interested in reviewing the online supplements with the COOR. The curriculum committee is striving to review for approval a COOR and an online supplement together. Currently we are getting caught up with the out-of-date supplements that do not necessarily match the approval dates of current COOR.

Counseling Item
Janice provided the current curriculum committee membership the discussion from Spring Semester work regarding changing to ACS from the COUNS acronym. Several members did some unofficial research by asking students what they thought about a change. Our visiting students were also asked what they felt. Real data on how this really affects students is needed. A motion was made to cross list these courses in COUNS as ACS and COUNS for two years and re-evaluate officially how the change went and revisit if it should remain cross listed, change to ACS or remain as COUNS after the two year offering. (M/S;Goff.Perfumo) 6-2-2. The motion passed.

Math 900-Accelerated Elementary & Intermediate Algebra – This course was approved to meet the mathematics graduation requirement for an Associate Degree. (M/S;Norris.Perfumo) Unanimous. (Note: 900 courses are not posted in the catalog, however, it can be approved in this body and built into degree audit for graduation purposes in Admissions).

Form Revision
The current version of the LMC 900-Experimental course Outline of Record Request form was passed out for discussion. The committee strongly felt this form allows for innovation and experimentation in updating and providing new curriculum for students. New course outline review at the chancellor's office is becoming more rigorous. A motion was made to form a team to revise the current 900 form and instructions to take into account the chancellor office requirements and not be as cumbersome as the course outline of record. Janice, Paula and Kasey will assist in the revision. (M/S;Perfumo.Goff) Unanimous.

Repeatability
Janice reported on the State Academic Senate Task force meeting on repeatability. She is very disappointed that recommendations to support Career and Technical Education repeatability were not included in the final draft. The draft is being forwarded to the plenary session.

Remaining and Standing Items - No time for reports today.   Meeting adjourned – 3:05 p.m.