**Present**: *Louie Giambattista,* ***Chair***; Tawny Beal, Collin McKay Brown (LMCAS), Natalie Hannum, Susie Hansen,

Erich Holtmann, Kevin Horan, Scott Hubbard, Christine Kromer, Morgan Lynn, Michelle Mack, A’kilah Moore,

Jancy Rickman, Penny Wilkins, Eileen Valenzuela, Grace Villegas, Nancy Ybarra, Shondra West (Note taker)

**Absent**: Robert Pope

**Guest**: POLSC Student

Meeting called to order: 1:14pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

DSPS Awareness week is scheduled to start April 11; signs will be posted and students are welcomed to attend.

1. **Approval of the Agenda**

**Action:** Approved - remove agenda item 8 (M/S: Rickman/Mack); one opposition: E. Holtmann

A request toremove agenda item 8. Additional assessment is needed from Academic Senate President, VP, and College President to look into the matter from a different level to make the best decision.

**Committee Recommendations:**

* The exact reason was questioned; a management call is needed who is authorized to make the best decision; it’s not clear who. At some point the decision was made with curriculum.
* Eric questioned if the COMP load meeting will be Brown Act? Eric would like to protest the meeting; a Brown Act meeting is open to the public and the agenda is posted 72 hours in advanced.
* It was determined from the last conversation that evidence from other disciplines would be gathered to determine COMP load. The meeting planned with Senate, VP and College President is to determine what action is needed. If agreed upon that the Curriculum committee makes the decision; then steps will be taken to make a final determination for COMP load. For now, to determine an equitable process, this matter is being looked upon by management, faculty, and Union.
* The union decides the load and management approves it.
* An allotment of FTES is awarded to the college and by adding units it goes against that. The conversation should be about determining what students can academically achieve and the cost associated with it. Deans look at course efficiencies and don’t have access to determine funding.
* It was shared that the minutes recorded previously (2014) reflected curriculum concerns regarding budgetary constraints which faculty are aware of. The main concern is management having conversations to veto course outlines**.**
* The budget issues to add COMP load takes away from other classes. It was recommended that other classes be looked at for load compensation.
* Add this as a future agenda item. This becomes an Academic Senate and Union policy issues of who should receive compensation.
* Curriculum focus is to adhere to Title V in regards to COOR approval.

**Action:** Approved agenda without item 8 (M/S: Rickman/Hubbard); one opposition: E. Holtmann

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

**Action:** Approved with correction (M/S: Holtmann/Kromer); unanimous

Correction: remove duplicate entry of Collin’s name and correct Tawny’s name under approval of the minutes

1. **Consent Agenda**

None

1. **New Course Outline of Record**

**ENGL-136 Mystery and Detective Fiction**

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

**Committee Recommendations:**

* Remove Social Sciences from discipline list; add CSU/IGETC areas

**BUS-052 - Introduction to Entrepreneurship**

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

Remove advisory BUS-186 to avoid detouring students from taking this course. This course was developed base on Fresno State course that’s being used towards BS in Business Specialization Entrepreneurship. LMC Faculty were trained at Fresno on the fundamentals to offer this for LMC students. This course would be eligible for transfer into Fresno’s program and is not exclusive to AST. This course is open to those interested in how to come up with marketing idea, develop elevator pitch, or entrepreneurship skills which is different from small business management.

**Committee Recommendations:**

* Waiting to hear from Fresno whether to remove course weighting; it will remain until then.
* Page 5 - spelling typo “rationale”

1. **Online Supplements:**

**ENGL-231 Mystery and Detective Fiction**

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

More information was added regarding instructor substantive interaction

**Committee Recommendation:**

* Remove duplication of total lab hour statement; the class is being offered as 54 lecture hours.
* Second page - modify the telephone/voicemail statement or remove the statement all together, and add LMC number. CCConfer phone number can be used as an additional resource.
* Change D2L statements to LMS; learning management system

1. **Existing Course Outlines of Record and Pre/Co-requisites**

* **VONUR-004 - Introduction Concepts to Clinical Pharmacology**

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

Updated the COOR; pre/co-requisite attached; updated textbook; changed discipline; no substantial changes.

**Prerequisite: Admissions to the Program**

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

**Co-requisite: VONUR-005 for VONUR-004**

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

**Co-requisite: VONUR-006 for VONUR-004**

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

**Co-requisite: VONUR-007 for VONUR-004**

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

* **VONUR-005 - Fundamentals of Vocational Nursing**

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

**Prerequisite: Admissions to the program**

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

**Co-requisite: VONUR-004 for VONUR-005**

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

**Co-requisite: VONUR-006 for VONUR-005**

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

**Co-requisite: VONUR-007 for VONUR-005**

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

* **VONUR-006 - Fundamentals of Vocational Nursing**

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

**Prerequisite: Admissions to the program**

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

**Co-requisite: VONUR-004 for VONUR-006**

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

**Co-requisite: VONUR-005 for VONUR-006**

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

**Co-requisite: VONUR-007 for VONUR-006**

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

* **VONUR-007 - Vocational Nursing Role Relationships**

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

**Prerequisite: Admissions to the program**

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

**Co-requisite: VONUR-004 for VONUR-007**

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

**Co-requisite: VONUR-005 for VONUR-007**

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

**Co-requisite: VONUR-006 for VONUR-007**

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

* **VONUR-010 - Intermediate Concepts to Clinical Pharmacology**

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

**Prerequisite: Admissions to the program**

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

**Co-requisite: VONUR-011 for VONUR-010**

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

**Co-requisite: VONUR-012 for VONUR-010**

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

* **VONUR-011 - Medical Surgical Nursing**

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

**Prerequisite: Admissions to the program**

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

**Co-requisite: VONUR-005 for VONUR-011**

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

**Co-requisite: VONUR-010 for VONUR-011**

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

**Co-requisite: VONUR-012 for VONUR-011**

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

* **VONUR-012 - Medical-Surgical Nursing Practice**

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

**Prerequisite: Admissions to the program**

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

**Co-requisite: VONUR-006 for VONUR-012**

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

**Co-requisite: VONUR-010 for VONUR-012**

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

**Co-requisite: VONUR-011 for VONUR-012**

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

1. **Changes to the COOR form and instructions**

The committee reviewed the COOR draft form.

* The instructions were removed from the COOR form
* Recommend adding the wording “technical review” after dean’s signature
* Additional information needed regarding the validity of having a President designee signature (tabled)

Documentation indicates that President’s designee is needed on COOR forms. For new courses, the form requires College President’s signature which is then forwarded for Board approval. There is no process for existing course outlines which are not forwarded for Board approval, unless the changes are substantial.

* Librarian’s signature is needed to determine if resources are available for student success; resources may be unavailable due to cost.
* Recommendation to add a date on the cover page other than the signature dates on page 2. Often times when COORs are uploaded to the shared drive, it’s unclear when the COOR was created because the signature page is blank. The solution would be to scan the signed documents to the P drive.
* A narrative is needed to explain the approval steps before and after the curriculum committee. The current document needs updating; remove content review process which is no longer required. The narrative would be helpful to identify the soft and hard practices/guidelines.
* Textbooks: indicate links to textbook (online text) is acceptable; add narrative explaining the textbook publication approval process. For electronic textbooks - look in the PACA what’s acceptable.

**Standing Items**

1. **SGC** – RAP proposals have been completed; the ranking is next before prioritizing.
2. **Articulation** – An email update was sent to the entire campus regarding CSU/IGETC approvals
3. **TLC** - Brianna is hosting assessment/CSLO workshops. A presentation was done at the last Department Chair meeting.
4. **Academic Senate –** The AS President will be attending a plenary session for legislation change.

The budget covers for one person to attend the Curriculum Institute. A proposal can be submitted for more than one; possibly the incoming and outgoing Chair. A RAP proposal can be submitted for additional funding.

Meeting adjourned – 2:29 pm

Meeting Dates: April 20; and May 4, 18

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