**Present**: *Louie Giambattista,* ***Chair***; Dennis Gravert, Susie Hansen, Kevin Horan, Marie Karp, A’kilah Moore, Christine Park, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, Penny Wilkins, Nancy Ybarra, Yongmin Zhu Shondra West (Note taker)

**Absent**: Anthony Hailey and Natalie Hannum

**Guests**: Mike Grillo (FIRE) and Jelanie Johnson (Student)

Meeting called to order: 1:10pm; Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment: None**
2. **Approval of the Agenda**

**Action:** Approved (M/S: Karp/Wentworth); unanimous

 **Approval of the Minutes from March 4, 2015**

**Action:** Approved (M/S: Karp/Wentworth); unanimous

1. **Consent Agenda**

**Action:** Approved without TRAVL 076/077 (M/S: Gravert/Karp); unanimous

It was questioned could co/prerequisite be listed as consent agenda items? It was shared the co/prerequisite courses listed are considered review items and are tied to consent agenda courses listed under cohorts 1 and 2.

* HUMAN-022 – title change
* MUSIC-001, 2 and 3 –– change from pre-req. to advisories
* **Cohorts 1 and 2:**

CHDEV-025 - Changes to Textbook and PSLOs (decreased from 5 to 3)

CHDEV-055 - Changes to Textbook and PSLOs (decreased from 5 to 3)

CHDEV-057- Changes to Textbook and PSLOs (decreased from 5 to 3)

CHDEV-065- Changes to Textbook and PSLOs (decreased from 5 to 3)

CHDEV-076- Changes to Textbook and PSLOs (decreased from 5 to 3)

CHDEV-095- Changes to Textbook and PSLOs (decreased from 5 to 3)

CHDEV-096- Changes to Textbook and PSLOs (decreased from 5 to 3)

CHEM-006 – Textbook changes

CHEM-007– Textbook changes

RNURS-022 – Textbook changes

RNURS-024 – Textbook changes

RNURS-026 – Textbook changes

TRAVL-084 - consolidated CSLOs for clarity and Textbook changes

* **Cohort 1 and 2 Pre-requisites/Co-requisite (no changes)**

CHDEV-065 pre-req.

CHDEV-095 pre-req.

CHDEV-096 pre-req.

CHEM-006

CHEM-007

RNURS-022 pre-req.

RNURS-022(RNURS-023) (co-req.)

RNURS-022 (RNURS-024) (co-req.)

RNURS-024 pre-req.

RNURS-024 (RNURS-022) (co-req.)

RNURS-024 (RNURS-023) (co-req.)

RNURS-026 pre-req.

RNURS-026 (RNURS-022) (pre-req.)

RNURS-026 (RNURS-023) (pre-req.)

RNURS-026 (RNURS-024) (pre-req.)

RNURS-026(RNURS-027) (co-req.)

RNURS-026(RNURS-028) (co-req.)

**3.1** **TRAVL-076 – Travel Sales and Marketing**

**Action**: Approved with amendments (Stricker/Gravert); unanimous

Add textbook year: 2013

**TRAVL-077 – Customized Vacation Planning**

**Action**: Tabled

Textbook is outdated

1. **Existing Course Outline of Record**

**Second Reading**:

**APPLI-030 – Refrigeration Shop Practice**

**Action:** Approved (M/S: Wentworth/Gravert); unanimous

Based on previous recommendations, the following items were updated: page numbers added, percentages recalculated, repeatability changed to zero, and textbook updated.

**FIRE-120 – Basic Fire Academy**

**Action:** Approved with amendment (M/S: Gravert/Wentworth); unanimous

Based on previous recommendations; the course outline was updated, hours changed, and EMT prerequisite form added.

**Amendment:** Uncheck the activity box – this selection is designated for physical activity type courses.

1. **Prerequisites:**

**FIRE-120 (FIRE-101) – Fire Protection Organization**

**Action:** Approved (M/S: Stricker/Wentworth); unanimous

Prerequisite are put in place to assure cadets can be successful in the Introduction to Fire Technology course. This prerequisite has been in existence for at least 13 years.

**FIRE-120 (FIRE-107) - Fire Fighter Safety and Survival**

**Action:** Approved with amendment (M/S: Stricker/Pedersen); unanimous

This course is mandated prior to entering the academy by the State of California. This course is a health and safety course that provides survival skills in a hostile environment; how to protect themselves, clear their oxygen airway, and escape from a trapped environment.

**Amendment:** Page 2 - remove the table; it’s not required for justification 8.

**FIRE-120 (FIRE-106) – Physical Fitness for Public Safety Personnel**

**Action:** Approved with amendment (M/S: Pedersen/Stricker); unanimous

Cadets have the option of taking this course (FIRE-106) or a State CA ability test. This course is required to demonstrate physical strength to lift equipment; must have good upper body strength.

**Amendment:** Page 2 - remove the table; it’s not required for justification 8.

**FIRE-120 (Medical Physical exam)**

**Action:** Approved with amendment (M/S: Pedersen/Wentworth); unanimous

This course requires cadets to complete a physical exam six-months prior to entering the academy for health and safety reasons. Cadets with medical conditions e.g. asthma may experience difficulties and possibly reinjure themselves during the labor intensive training.

**Amendment:** Page 2 - remove the table; it’s not required for justification 8.

**FIRE-120 (EMT Training or National Registry Certification)**

**Action:** Approved with amendment (M/S: Stricker/Wentworth); unanimous

This course is a government requirement and recommended by the advisory board to have EMT medical training prior to entering the academy. Out of 25 CA Community Colleges, 19 colleges implemented the mandate, four offer EMT as a co-requisite, and one do not enforce the mandate. This course provides internship opportunities as an EMT.

**Amendment:** Page 2 - remove the table; it’s not required for justification 8.

1. **Online Supplements**:

TRAVL-076

**Action:** Approved with amendment (M/S: Kim/Marie); unanimous

The DE Committee finalized a sample copy of the online supplement form. Also, Debbie Wilson, Travel Chair submitted online supplements for TRAVL 76, 77, and 84 which can be used as a reference. There was one concern regarding the instructional method section which differs from the COOR form. It was shared that the DE committee agreed to replace the rationale section with instructional method paragraph style; whereas the COOR instructional method section is checkboxes. In the future the COOR instructional method checkboxes will be replaced with a different method.

 **Amendment:** reformat – remove the bullets and indent the paragraphs

TRAVL-077

**Action:** Approved with amendments (M/S: Wentworth/Park); unanimous

**Amendment:** reformat – remove the bullets and indent the paragraphs

TRAVL-084

**Action:** Approved (M/S: Stricker/Pederson); unanimous

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

**AUTO 921 – Hybrid and Alternative Fuels Technology**

**Action:** Approved (M/S: Pedersen/Zhu); one abstention: Stricker

The total points were recalculated based on a previous meeting recommendation. There was a concern regarding the CSLOs which contains more information about hybrid and less on alternative fuels. It was shared other alternative fuels are covered; gasoline, oxygenated, propane, diesel, and biodiesel with a heavy concentration on hybrid.

**AUTO 922 – Introduction to Diesel Technology**

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

The total points were recalculated based on a previous meeting recommendation.

1. **Changes to Approved Program**

**Action:** Tabled (M/S: Pedersen/Gravert); unanimous

The Nursing department submitted a program revision for the required prerequisite list; replace CHEM 007 with COMSC 049. By adding chemistry, this will increase the prerequisite units from 17.5 to 20. The increase of units goes over the state minimum requirements which is acceptable. It was shared when departments change program requirements they should be required to provide justification similar to the course prerequisite validation process. The committee felt the department needs to provide evidence why Chemistry is needed prior to entering the Vocational program, because chemistry is a challenging course that may socially impact students’ ability to enter the program.

**Committee’s Recommendations:**

* Add “or equivalent or higher” for English and Math requirement.
* Recalculate the total program units for the catalog and revision form.
* Replace VONUR-055 with VONUR-008; 055 does not exist.
* The department needs to provide a rationale along with necessary evidence that chemistry will benefit students’ success in the program.
* It was suggested to develop a co/prerequisite form for programs based on similar criteria used for co/prerequisite validation form for courses

 **STANDING ITEMS**

1. **CurricuNET –** No updates
2. **Shared Governance Committee –** The committee is reviewing RAP proposals.
3. **Articulation -** No updates
4. **Teaching & Learning Committee –** An effectiveness survey was sent.CSLO/PSLO Coordinator will start Fa’15. TLC is currently looking for replacement for GE Assessment Coordinator to start Fa’15.
5. **Academic Senate –** Michael Yong was voted teacher of the year.
6. **Other –** Acompressed calendar is being discussed to reduce the number of instructional weeks; plus adding intersession between semesters. The compressed calendar may require some departments to increase the number of class hours in order to meet the approved COOR lecture/lab hours.

It was brought to the committee’s attention to discuss membership at the next meeting of who’s rotating off: Anthony, Matthew, Marie, Ryan, Yongmin, Dennis, and Kim.

Meeting adjourned – 2:36pm

Spring’15 Meeting Dates: May 6

CO-420 from 1-3 pm