**Present**: ***Louie Giambattista,******Chair***; Tawny Beal, Dann Gesink, Rikki Hall, Natalie Hannum, Kevin Horan,

Erich Holtmann, Scott Hubbard, Morgan Lynn, Michelle Mack, Jancy Rickman, Penny Wilkins, ­ Nancy Ybarra, Eileen Valenzuela, Grace Villegas and Shondra West (Note taker)

**Absent**: Eli Velazquez (LMCAS) and A’kilah Moore

**Guest**: Tiffany Welter, German Sierra, Rudolph Rose; Monica

Meeting called to order: 1:05pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

None

1. **Approval of the Agenda**

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

**Move items up to 4A:** COUNS 32, 34; VOTEC 100, and VONUR 007

**Approval of the Minutes from December 7, 2016**

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

1. **Consent Agenda**

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

ENGL-070/90/95/100 change in advisory - Clarification: these are advisories courses listed as meeting requirements for other courses; it was recommended to remove them as advisory requirements.

ENGL-070 - inactivate course

ENGL-082 - inactivate course

ENGL-090 - inactivate course

LIBST-014, 017, 018 inactivate course

SIGN-065, 66 - inactivate course

1. **Existing Course Outlines of Record**

Second Reading:

* **EMS-009 Emergency Medical Responder/Public Safety First Aid, CPR and AED**

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

CSLO changes to page 3 were revised to be consistent with the COOR content.

**Committee Feedback:**

* + Remove the wording “demonstrate” from CSLO 2
	+ CSLO 1 repeated in the assessment instruments
	+ CSLO 2 formatting changes: Bold “A-level student work”

First Reading:

* **SIGN-067 American Sign Language III**

**Prerequisite - Action:** Approved (M/S: Lynn/Rickman); unanimous

SIGN 066 is the existing prereq. that replaced SIGN 051, which is being added back to resolve enrollment restrictions for students that previously completed 051. Either 051 or 66 will appear as the COOR prerequisite.

* **COUNS-032 Introduction to Career Exploration**

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

Course name changed from ***Career Development*** to ***Introduction to Career Exploration***; and the units were increased from 1.0 to 1.5 at 27 semester hours as a District wide decision for uniformity. This course is intended to engage students in career development; which is being offered as a dual enrollment requirement for high school or freshman college students.

**Committee Feedback:**

* + Change financial literacy description: this course will cover basic educational finances; e.g. student loans, financial aid, EOPS to cover college expenses. It was recommended to change the description so that it doesn’t conflict with the existing Business Personal Finance course, which specifically talks about personal debt.
	+ Add course content: financial literacy topic with bulleted items.
* **COUNS-034 College Success**

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

The course units and hours were increased from 1.0 to 1.5 at 27 hours.

**Committee Feedback:**

* + CSLO 2 - revise the description to avoid overlap with the Business department, financial literacy course description. The description should define managing college debt with the use of campus financial resources.

**4A**. Moved Agenda Items

**New Course Outline of Records**

First Reading:

* **EMS-008 Introduction to Healthcare Careers**

**Action:** Approved with changes (M/S: Lynn/Mack)

EMS-008 is an existing course; this course is being renamed to EMS 007

**Committee Feedback:**

* + Meet with the Business Department regarding BUS-086 as an advisory for this course; the class is a potential inactivation.
	+ Change credit option to Degree Applicable (DA)
	+ Change Baccalaureate level to Yes
	+ Unselect activity instructional methods
	+ Add additional disciplines to the list: Nursing and Biological science. The committee felt the course topics can be taught by nursing and biological professionals with experience in the health care system. It was shared, that professionals other than EMS may lack the hands-on experience; speaking from an expertise and mentoring experience perspective. Nursing and Biological professionals have experience as medical professionals: doctors, chiropractors, and Veterinarians, etc. that can provide similar expertise and mentoring too. It was shared that the nursing department has a parallel relationship in regards to the content, but are not interested with teaching the course. The EMS Chair will have a conversation with the Biological Science Department regarding their interest in the course.
	+ Stand-alone course
* **VO-TEC 100**

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

This course will be cross-listed with either offerings: Appliance, Auto, Electrical, Process Tech, and/or Welding. The course description is welcoming and encouraging for students to learn introduction to Industrial Technology. This course is part of the Career Pathway Trust grant to engage K-12 students.

**Committee Feedback:**

* + Switch out the catalog description as the schedule; same for the schedule to catalog.
	+ Method of evaluation grading - revise the A level description; give examples used.

**Online Supplements**

**VONUR-007**

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

This course is an introduction course for Nursing students accepted into the program; offered once every other year; meetings are short - four days in length; and is being converted from face-to-face to 100% completely online. Students taking this course are introduced to the nursing field requirements. The issue, when students drop it becomes difficult to fill their spots with a waitlisted student due to the short turnaround on the course. As a prerequisite course, waitlisted students cannot enter the program without this course. By offering this course online, gives the department opportunities to offer the course multiple times so that waitlisted students can have an opportunity to be accepted into the program. Currently the class is face-to-face with supplementary assignments to be completed online (Canvas). This course is offered for 1.0 unit at 18 semester hours.

**Committee Feedback:**

* The class meetings was a concern in regards to the Carnegie rule; are students meeting enough hours to receive 1.0? The students should be meeting two hours out-side-of-class, in addition to the 18 hours; totaling 54 hours. This course was preapproved by the nursing board as fulling 1.0 unit requirements, which their rules are different outside of Title V.

**New Course Outlines of Record**

 **COUNS-031 - Educational Planning**

**Action:** Approved (M/S: Wilkins/Mack); 1 opposition: Holtmann

This course was previously an experimental 906 course; it’s being submitted as a permanent course. The department is currently collecting data and working with the outreach team to gather success outcomes.

**Committee Feedback:**

* Convert this course into non-credit; no fees.
* Look into the unit value; State Chancellors adopted a policy that fractional unit courses can be rounded down, but not up. For example, .666 unit course round down to .5. The District Office will develop a policy referring to the lowest unit amount colleges can offer.
* It was questioned, how does this affect courses that are .555 and can’t be rounded down to zero? The State’s language is vague and more discussion is needed on this topic.
* Change the advisories to read students are encouraged; eliminate the wording must. When a course is required (must), it’s not an advisory it becomes a prerequisite.

This course meets 3SP requirements: assuring student have Ed. Plans, however this course is not mandatory. This course is great for groups of students e.g. athletes needing Ed. Plans to meet athletic requirements; or UMOJA or Puente students.

**Committee Feedback:**

A concern was shared about charging students for this course, when Ed. Plans fulfill the 3SP requirement. It was shared students are able to use WebAdvisor to develop an Ed. Plan free of charge or meet with a Counselor.

**COUNS-036 Career & Life Planning**

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

Students will receive career and life planning information to address setting and meeting educational and employment goals in this course.

**Committee Feedback:**

* Revise CSLO 1 A/C level to address the different measurements between “A” and “C”.

**Online Supplements**

**COUNS-036 Career & Life Planning**

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

This course will be offered as 100% online

**Committee Feedback:**

* Revise CSLO 2 remove “in-person”, students can access resources online; it’s not required to visit the campus to access student service centers for career & transfer information; most information is accessible online. As an online course, students may be unable to visit the campus (out-of-state/country or immobile).

**Experimental (900) Course**

**LRNSK-904 College Bootcamp: Preparing for College and Beyond**

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

This course mirrors COUNS 31 Educational Planning.

**Committee Feedback:**

* Change the advisory to a prerequisite. It was shared completing the application is not required, but written in such a way to encourage students to become proactive with the process. The DSPS office requires that students submit their document prior to receiving services. This is an attempt to assist with the process. Course advisory will remain.
* Offer this course as non-credit and bundle with similar courses for a certificate.
* Reduce the number of CSLOs; currently seven are listed which is too many for a .3 unit class.

1. **New Course Outline of Records**

Second Reading:

* **DRAMA-060**

**Action:** Tabled next meeting 2/15

* **DRAMA-063**

**Action:** Tabled next meeting 2/15

* **ESL-085G**

**Action:** Tabled next meeting 2/15

* **ESL-095G**

**Action:** Tabled next meeting 2/15

* **ESL-100G**

**Action:** Tabled next meeting 2/15

1. **Experimental (900) Course**

LRNSK-904 - moved 4A

1. **Online Supplements**

**COUNS-036** moved to 4A

**College Skills Certificate**

**Cultural Competence in Modern World Languages**

**Action:** Tabled next meeting 2/15

**Fundamental Business Skills**

**Action:** Tabled next meeting 2/15

Meeting adjourned – 2:56

Meeting Dates: February 1, 15; March 1, 15; April 19; May 3, 17

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