**Present**: *Louie Giambattista, Chair*; Tawny Beal, Erich Holtmann, Kevin Horan, Scott Hubbard, Christine Kromer, Morgan Lynn, Michelle Mack, Robert Pope, Jancy Rickman, Penny Wilkins, Diane Ferguson/Ricki Hall (Susie Hansen), Eileen Valenzuela, Grace Villegas, Nancy Ybarra, Shondra West (Note take)

**Absent**: Natalie Hannum and A’kilah Moore

**Guest**: Joe Meyer (PTEC) and Lucy Snow (Art)

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

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Morgan Lynn shared an opportunity to provide a class presentation in regards to English sequence changes intended for Fa’16.

1. **Approval of the Agenda**

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

**Changes:** remove WELD-020 from the agenda - incomplete paperwork

**Approval of the Minutes from December 2, 2015**

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

1. **Consent Agenda**

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

Non**-**substantial changes (minor updates)

* Biosc-045 - Human Physiology
* Fire-107 - Fire Fighter Safety and Survival Hybrid Course

1. **New Course Outline of Record**

**ART-061 - Intermediate Concepts of Sculpture**

**Action:** Approved (M/S: Beal/Kromer); Abstention - S. Hubbard

The Art courses belong to a family and will be forwarded to the District Office for placement into the appropriate category.

**ART-062 - Introduction to Ceramic Sculpture**

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

**Recommendations:**

* This course is transferable to CSU/UC; need a checkmark - cover page
* CID number needed if part of a transfer degree - cover page

**ART-063 - Intermediate Ceramic Sculpture**

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

It was questioned if this course is taught as a multiple to 064 and if it can be taken out sequence? Art 061/062 and 063/064 are multiples; and as an advisory to 063 students can take the courses out of sequence (064 before taking 063) to give students additional experience working with clay.

**POLSC-050 - Introduction to Comparative Politics**

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

This course will be proposed for meeting area D CSU/UC transfer requirement. Eventually this course will become part of the transfer degree once the remaining POLSC courses are created and approved.

1. **Existing Course Outlines of Record**

* **ART-011 - Three Dimensional Design Concepts**

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

This course is for letter grade (LR) and not for student choice (SC). This course is a fundamental course for the other classes and students are required to take this course for a grade. SC is not considered an option of CID, must be taken for LR. Students should be informed of their options when applying for degrees/transfer because they can’t reverse the option or retake the class for LR with passing grade of P. Before LR was the only option for the transfer degree, now either LR or SC (P/NP) is acceptable. Most of LMC’s CID courses are assigned for LR, there are only a few for SCs.

* **ART-060 - Introductory Concepts of Sculpture**

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

Minor changes to the CSLOs were completed.

* **TRAVL-085 - South Pacific Destination Specialist**

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

This course is offered online. The COOR was updated; CSLO 4 was removed to meet the new travel exam requirements (can’t proctor the exam any longer) and textbook updated.

* **WELD-011 - Basic Shielded Metal Arc Welding Practice**

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

The COOR was updated; a portion of the content was moved to the advance course, modified CSLO to make it easier to assess, and aligned the COOR to current instruction.

**Recommendations:**

* + Add a date when Manual Lab Lesson handouts were last updated
* **WELD-021 - Advanced Shielded Metal Arc Welding Practice**

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

**Recommendations:**

* + Change the assessment date
  + Remove CSLO weighting (no longer required for the COOR)
  + Add a date when Manual Lab Lesson handouts were last updated
* **WELD-031 - TIG Welding Practice**

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

**Recommendations:**

* + Update the assessment date
  + Remove CSLO weighting
  + Add a date when Manual Lab Lesson handouts were last updated
* **WELD-033 - MIG Welding practice**

**Action:** Approved (M/S: Kromer/Wilkins); Abstention - M. Lynn

**Recommendations:**

* + Update the assessment date
  + Remove CSLO weighting
  + Add a date when Manual Lab Lesson handouts were last updated
* **WELD-041 - Pipe Welding Practice**

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

**Recommendations:**

* + Update the assessment date
  + Remove CSLO weighting
  + Add a date when Manual Lab Lesson handouts were last updated
* **WELD-043 - Flux-Core Arc Welding Practice**

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

**Recommendations:**

* + Update the assessment date
  + Remove CSLO weighting
  + Add a date when Manual Lab Lesson handouts were last updated

1. **Prerequisites:**

* **WELD-010 - for WELD-041**

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

* **WELD-011 - for WELD-041**

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

* **WELD-021 - for WELD-041**

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

1. **Online Supplements**

* **TRAVL-085 - South Pacific Destination Specialist**

**Action:** Approved (M/S: Mack/Rickman); Abstention T. Beal

The course online supplemental form was updated to remove CSLO and update the textbook. This course has never been offered face-to-face; the entire program is 100% online.

* **FIRE-107 - Firefighter Safety and Survival Hybrid Course**

**Action:** Tabled

**Recommendations:**

* + Need clarification regarding online vs. lab hours
  + Change the hybrid selection: less than 50% taught online
  + Remove the quotation marks within CSLO 1-3 paragraphs

1. **College Skills Certificate**  - HVAC

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

The department added more options to satisfy the required courses which increases the total units.

1. **Changes to the COOR**
2. **Instructional Methods:**

The COOR instructional method checkbox criteria in reference to the Program and Course Approval Handbook (PACA) reference guide indicates having a checkbox doesn’t meet Title V (TV) requirements. The recommendations are to associate the instructional method to an objective also known as CSLO for LMC. For example, quizzing objectives must correlate to a CSLO and be tied an instructional method as part of closing the loop. At the next meeting, members are to review the TV document and provide suggestions that tie more specific information than just checking a box.

The Current practice meets TV recommendation by incorporating details to each CSLOs provided underneath it. It was suggested to merge the information; tie the CSLOs directly to the instructional method checkbox area, e.g. lecture - expand more wording to it. It was then suggested to add instructions to each CSLO that a detailed statement is needed for the instructional methods area or indicate within the instructional method area the CSLO reference number. The committee discussed TV regulation and determined that the current practice, having detailed explanations tied with each CSLO works as meeting TV and that it’s best to keep the instructional method checkbox as in-house reference tool that aligns the process to the correct objective; lecture, lab, activity, etc.

Louie will check with a state representative for clarification if LMC’s COORs met TV requirement.

1. **COOR Instructions:**

The COOR form will be updated based on the feedback from a previous meeting and a revised copy will be available at the next meeting.

**Standing Items**

1. **CurricuNet** - The maintenance contract with Governet will not be renewed. With the slow progress of the implementing records into an updated database, META version, has been difficult for Governet to fulfill their commitments. LMC will research the possibilities of using another system or use the State selected system. The State decided not to use Governet as the curriculum inventory system and will build their own system based on Butte College tech-center platform. Moving forward the college will not use CurricuNet as its management tool for curriculum inventory, along with the promise to provide complementary assessment, program review, and catalog services.

With the improvements to the current program review submission tool (PRST), it continues to work as meeting the college needs. Also, the future hire of Dean of Institutional and Effectiveness, that person will have the responsibility of overseeing assessment and PRST. The college will wait on upgrading the current PRST system, or will look into investing in other tools, or possibly developing an in-house system once the Dean of Institutional and Effectiveness is hired.

Currently, the college is not out of compliance by moving away from CurricuNet. The intentions with CurricuNet was to make the process easier for the college to move from paper to an electronic database. Moving forward, it’s best to develop an electronic database as a functional unit, so when the current professionals that oversee the current process by paper decides to depart (retire) from the college, there will be no distribution to the workflow.

1. **SGC** - RAP funding is the priority. An adjustment to the process in which request for categorical funds will be reviewed by the appropriate committees for funding; e.g. Perkin’s or Basic Skills. The RAP committee will continue to review applications asking for use of general funds.
2. **Articulation** - none
3. **TLC** - none

Meeting adjourned – 2:41 pm

Meeting Dates: Feb 17; March 2, 16; April 6, 20; and May 4, 18

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