**Present**: *Louie Giambattista,* ***Chair***; Dennis Gravert, Anthony Hailey, Natalie Hannum, Susie Hansen, Kevin Horan, Marie Karp, Christine Park, Ryan Pedersen, Matthew Stricker, Eileen Valenzuela, Grace Villegas, Kim Wentworth, Penny Wilkins, Yongmin Zhu Shondra West (Note taker)

**Absent**: A’kilah Moore and Nancy Ybarra

**Guests**: POLSC Students: Alexandra, Jasmine, Terrance, and Marcus

Meeting called to order: 1:11pm; Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

* Welcome POLSC students
* Please visit the Office of Instruction to sign Fa’15 load sheets

1. **Approval of the Agenda**

**Action:** Approved with amendments (M/S: Stricker/Karp); unanimous

**Amendments:**

1. Pg. 1 - Cohorts 1 and 2 Outline: replace “second reading” with “first”
2. Remove ACS 112 from the agenda; not approved by GE

**Approval of the Minutes from April 15, 2015**

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

**Amendment**: Pg. 4 item 8 COMSC-049 with CHEM-007

1. **Consent Agenda**

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

**Amendment:** Pull TRAVL 77, 82; ENGL 70, 205; and prerequisites ENGL 205, 220, and 221.

* PE Classes – Discipline updated to Kinesiology. The state recognizes Kinesiology as an official discipline.
* **Cohorts 1 and 2 outlines second reading:**

ASTRO-011– eliminated PSLOs, changed schedule description, updated textbook

ENGIN-022– update textbook

ENGIN-030– update textbook

ENGIN-036– update textbook

ENGL-220 - PSLOs, update textbook

ENGL-221 – PSLOs, update textbook

ENGL-230 – PSLOs, update textbook

FRNCH-061 – update textbook

ITAL-061 – update textbook

PHYS-015 – update textbook

PHYS-035 - update textbook

PHYS-036 - update textbook

PHYS-040 - update textbook

* **Cohorts 1 and 2 prerequisites (no changes):**

ENGIN-022

ENGIN-030

ENGIN-036

ETEC-020 – (omitted from 3/18 agenda)

FRNCH-061

ITAL-061

PHYS-015

PHYS-035

PHYS-036

PHYS-040

**3(a)**. **Cohorts 1 and 2 outlines first reading: (for textbook):**

**Action:** Approved TRAVL 077 and 082 (Stricker/Wilkins); unanimous

* + **TRAVL-077 – Customized Vacation Planning**

An outdated textbook is being used (2009) until a newer text is developed by the Publisher.

Changes to CSLOs were consolidated and friendly amendments to cohort 1 and 2 adding punctuation marks and cohort 3 adding the word “and” was made.

* + **TRAVL-082 – All About Cruising**

PSLOs for travel are were updated

**Cohorts 1 and 2 outlines second reading:**

**Action:** Tabled ENGL 070 and 205 (Striker/Karp); unanimous

* + **ENGL-070 – Fundamentals of English: Reading, Writing and Thinking**

Textbook date was omitted

* + **ENGL-205 – California Literature**

Textbook is outdated

* + **Cohorts 1 and 2 prerequisites (no changes):**

**ENGL-205 – California Literature**

**Action:** Approved (Pedersen/Stricker) unanimous

No amendments needed

**Action:** tabled ENGL 220 and 221 (Stricker/Karp) unanimous

**ENGL-220 – Critical Analysis and Inquiry**

**ENGL-221 – Advanced Composition and Critical Thinking**

Need 3 prerequisite examples; only two were provided.

1. **Existing Course Outline of Record**

**Second Reading**:

**Biosc-040 Human Anatomy**

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

Removed PSLO section

**Frist Reading:**

**PHIL-040 – Introduction to Philosophy**

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

Missing last date of assessment; Sp12

**PHIL-042 – Comparative Religion**

**Action:** Approved with changes (M/S: Zhu/Karp); unanimous

Revise pg. 4: identify the missing information for the 15% grading section

**TRAVL-087 – Mexico Destination Specialist**

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

1. **New Course Outlines of Record:**

**SIGN-051 Elementary Sign II**

**Action:** Approved with changes (M/S: Pedersen/Karp); unanimous

Committee’s recommendations:

* + Change course selection to “existing course”
  + Revise the title - “Elementary American Sign Language II”
  + Add 90 hours to Hrs./Mode of Instruction area
  + Remove all reference of Sign 52; the course doesn’t exist yet

The department is rewriting the SIGN courses at 5.0 units instead of 3.0. There was a concern regarding the unit inflation might make it harder for students to complete the program and keep them in it longer. It was shared that adding more units and content will help students meet transfer requirements; most schools require 5.0 units. This course and new courses will be added to the 16/17 catalog.

1. **Changes to prerequisites for the LVN program**

The request to change program prerequisites prior to entering the LVN program does not require state approval. The Board of Nursing is okay with the changes as long as the department meets the minimum set units. The changes are to pre-entry courses and not the program itself, so there are no issues with meeting minimum requirements. The issue resides with adding CHEM 007 to the prerequisite list without justification. It was shared that students need chemistry knowledge to complete the required LVN courses. It was suggested to add chemistry as a prerequisite to pharmacology. It may be difficult for students to complete additional courses like Chemistry with the program being impacted. The LVN program requires students to complete 12 plus units per semester.

Committee’s recommendation:

* + Change VONUR-055 to 008
  + Develop a program prerequisite change form to include justification section

1. **Online Supplements**

**TRAVL-082 – All About Cruising**

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

**TRAVL-087 – Mexico Destination Specialist**

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

1. **New Programs**

* **Associate in Science in Biology for Transfer**

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

Based on the new STEM requirements for BIO and CHEM students are not required to complete the GE 60 unit pattern, instead they can complete the IGETC due to the core courses having high unit values. It was questioned if new courses that was added to the latest TMC requirements could be added to the existing state approved ADT’s for LMC? It was shared the department should submit a major change form.

* **Associate in Science in Chemistry for Transfer**

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

Most students apply for the transfer degree oppose to the associate degree. The associate degree require students to take additional classes; Math and/or Physics.

Committee’s recommendations:

* + Change the units to 36 for the required major area of emphasis
  + Students are required to take an additional course outside of the major; physics has math prerequisite.

1. **Committee Membership:**

The following committee members have finished their term commitment of two years and was asked to share who will be their replacements:

* Ryan - shared new members for Math during Fa’15 Erich Holtmann and Scott Johnson Sp’16
* Matthew - Brentwood continues to recruit
* Yongmin - shared for English the new member may be JoAnn Hobbs
* Kim - Penny would like to be DE representative as DE Chair, leaving the Business seat vacant. The committee felt it would be difficult for Penny to hold two seats/vote; conflict of interest, therefore Penny must consult with the Business department.
* Marie – Counseling continues to recruit

**STANDING ITEMS**

1. **CurricuNET –** OI ran into glitch with the CurricuNet program; the data transferred belongs to CCC’s. Once the correct data is transferred training will begin Fa’15.
2. **Shared Governance Committee –** SGC is reviewing the final RAP proposals.
3. **Articulation -** none
4. **Teaching & Learning Committee –** Cindy McGrath is the recommended GE Chair for Fa’15 only. The committee is searching for a long-term chair to fulfill the two-year commitment.
5. **Academic Senate –**
6. **Other –**

Meeting adjourned – 2:36pm

**Fall’15 Meeting Dates**: August 19; September 2, 16; October 7, 21; November 4, 18; December 2

**Spring16 Meeting Dates**: February 3, 17; March 2, 16; April 6, 20; May 4, 18

CO-420 from 1-3 pm