**Present**: ***Penny Wilkins (Louie Giambattista),******Chair***; Dann Gesink, Christina Goff, Rikki Hall, Erich Holtmann, Kevin Horan, Morgan Lynn, Michelle Mack, Ryan Pedersen, Bertha Proctor, Jancy Rickman, Nancy Ybarra, Grace Villegas and Shondra West (Note taker)

**Absent**: Dann Gesink, Natalie Hannum and Eileen Valenzuela

**Guest**: Jason Dearman and Ryan Hiscocks

Meeting called to order: 1:13pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* Library is hosting a session on “Bots, Sock Puppets, & Fake News in Social Media on Tuesday, November 28 from 3-4:30pm. All is welcomed to attend.
* Committee welcomed POLSC students attending the meeting.
1. **Approval of the Agenda**

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

* Move Auto-113 from the consent agenda to item 4

**Approval of the Minutes from November 1, 2017**

**Action:** Approved (M/S: Lynn/Rickman); two abstention E. Holtmann and C. Goff

1. **Consent Agenda**

**Action:** None

1. **Substantive Changes to Existing Course Outlines of Record and Prerequisites/Co-requisites**

**AUTO 113**

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

Jason revised the AUTO courses PSLOs upon the 5-year review.

**AUTO 120**

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

**AUTO 121**

**Action:** Approved (M/S: Holtmann/Wilkins); one abstention M. Mack

The committee suggested adding ENGL 100 or 100s as an advisory oppose to 95. Jason shared high level of reading is needed for this class and will speak with English department about adding ENGL 100.

**AUTO 130**

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

* Missing units on the 1st page (4.0 units)

**AUTO 131**

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

* Missing units on the 1st page (4.0 units)

**AUTO 132**

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

* Remove the AUTO 41 references and replace with Auto 142

**AUTO 133 Manual Transmissions and Differentials**

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

**AUTO 142 Automotive Diagnosis**

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

* Check the “none” GESLO box page 3
* Missing units on the 1st page (4.0 units)
1. **New Courses**

**AUTO-141 Advanced Diesel Technology**

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

* New course form #4 “yes” required for the certificate; elective for the degree; change to optional

**POLSC-060**

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

* It was recommended to add English 100 advisory
* Remove that assignments will be graded based on attendance; participation yes
* Create a grading matrix for participation
* Remove in-class group assignments
* Research if a CID number is available via the state
* Change L/R to S/C - giving students the option to select pass/no pass or letter grade.

R. Hiscocks will revise the COOR and send to Eileen.

1. **Programs**

The course were locally and state approved. Once the certificates are state approved the courses can be resubmitted to seek apportionment approval.

**Non Credit Certificate of Competency: Essential Pronunciation and Conversation**

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

**Non Credit Certificate of Competency: Foundational Grammar for General Conversation**

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

**Non Credit Certificate of Competency: Basic Vocabulary and Reading**

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

**Standing Meetings**

* **SGC** - none (last meeting was cancelled)
* **Articulation** - none
* **TLC** – none
* **Academic Senate** - No updates on the curriculum position paper. The position paper is currently being reviewed to develop updated curriculum language. In regards to the Humanities degree, the proposal should move forward since the curriculum position paper doesn’t require a mandate from the committee.

Meeting adjourned: 2:02pm

Meeting Dates: Fall 2017: December 6

 Spring 2018: February 7, 21, March 7, 21, April 4, 18, May 2, 16

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