**Present**: ***Louie Giambattista,******Chair***; Dann Gesink, Erich Holtmann, Scott Hubbard (B. Proctor), Morgan Lynn, Michelle Mack, Ryan Pedersen, Jancy Rickman, Penny Wilkins, Eileen Valenzuela, Grace Villegas, Kim Wentworth (C. Goff); Nancy Ybarra, and Shondra West (Note taker)

**Absent**: Rikki Hall, Natalie Hannum, Kevin Horan

**Guest**: Rachel Anicetti and Sandy Jones

Meeting called to order: 1:10 pm Location: SS4-412

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

None

1. **Approval of the Agenda**

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

Move item 5 ahead 4

**Approval of the Minutes from May 22, 2017 and September 6, 2017**

**May 22, 2017**

**Action:** Approved (M/S: Lynn/Wilkins); one abstention: K. Wentworth

**September 6, 2017**

**Action:** Approved with corrections (M/S: Lynn/Gesink); one abstention: K. Wentworth

* Correction: meeting called to order at 1:15 instead of 3:15
* Correction: T. Beal was absent, remove A’kilah Moore, and add N. Hannum and R. Pedersen as present
1. **Consent Agenda**

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

* Remove BUS 058 inactivation; this course remain active
1. **New Courses**

**Math-020 Algebra & Arithmetic Skills**

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

This course is offered for non-credit during the summer semester only to prepare high school freshman students that fail algebra one for intermediate algebra (MATH 30). This course can be taken instead of the MATH 25 prerequisite course. The course will meet 4 days a week, 5 hours a day, for 6-8 weeks.

**Committee Feedback:**

* It was shared non-credit courses must be part of certificate program to receive full state apportionment accordance to the PACA.
* A certificate requirements is the NC course paired with a credit (math) course.
* This course, Math 25, and multi-measures are options to enter Math 30.
* The department will determine which CR course to pair with NC to develop a certificate; e.g. Math 34.

**PE-30B Intermediate Tennis**

**Action:** tabled

This course will be added to a family.

**Committee Feedback:**

* This course and all PE courses are offered for student choice
* Revise the CSLO to illustrate intermediate level
* Add B-level courses to the Kinesiology degree. Students cannot use B-level courses for the degree.
* Add an advisory/prerequisite for the beginning PE courses.
* Students can enter intermediate levels without the beginning course. Students bypassing the beginning course cannot use it for transfer.
* The department is underway to revise the Kinesiology degree to intermediate and advanced courses.
* Revise the catalog/schedule description; they are identical to PE30A

**TRAVL 088 Southern Europe Destination Specialist**

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

This course falls under Business and was designed for travel agents in the program. Europe is a popular travel area, and this course will highlight the best way to see Europe. The Travel program is 100% online.

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

**Engine 038 - prerequisite**

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

On September 6 the COOR was approved, butnot the prerequisite.

**Engine 10**

**Action:** Approved with changes (M/S: Lynn/Holtmann); one abstention M. Mack

Committee Feedback:

* Remove GESLOs from PSLOs
* Combine the CSLO GESLO from the previous COOR submitted to the latest version

**Prerequisite: Math40**

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

**Human 19**

**Action:** Approved with recommendations (M/S: Wilkins/Gesink); unanimous

**Human 20**

**Action:** Approved with recommendations (M/S: Mack/Gesink); unanimous

**Human 21**

**Action:** Approved with recommendations (M/S: Gesink/Mack); unanimous

**Human 24**

**Action:** Approved with recommendations (M/S: Gesink/Wilkins); unanimous

**Recommendations for Human 19, 20, 21, and 24**

* Remove literature as a discipline
* Recommendation to add English
* Revise the grading structure
* Check CSU box
* Recommended to discuss the scope of diverse content with the department

**Philo 150**

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

This course was updated based on CSU GE recommendations to revise the course content.

**Prerequisite Math 28**

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

* Typo - should indicate Math 20 prerequisite not 25

**Prerequisite Math 30**

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

* Add to the schedule description that this course can be used for the business path

Bus 185

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

This course is designed to replace the accounting software with QuickBooks.

Bus 294

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

This course was updated for the 5 year review

PE 30A

**Action:** tabled

* remove CSU GE box
* Revise 30A statements to illustrate beginning level course
1. **Online Supplement**

**BUS-185 - hybrid**

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

The online supplement is being submitted to have on record the different instruction formats.

It was shared, multiple online supplements forms are required when courses are being offered with varying ways of online vs. face-to-face instruction.

**Bus 185 100% online**

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

**Bus 294 hybrid**

**Action:** Approved (M/S: Morgan/Kim); unanimous

**Bus 294 100%**

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

**Comsc 120**

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

* Change Canvas wording to LMS learning management system

**PE 100 hybrid/full online**

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

* Add the Ed Code - legal description

**Trval 088**

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

* Change Canvas wording to LMS learning management system
* Change 27/27 vs 27/0
1. **Programs**

**AAT Art History**

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

Changed the title and removed and added courses

**AAT Studio Arts**

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

Changed the title and removed and added courses; added electives

**AA Fine Arts**

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

**AA Graphic Arts**

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

**AS Registered Nursing**

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

Math requirement changed to Math 30 or higher

**College Skills - PTEX Bridge to Advanced Manufacturing**

**Action:** Approved with recommendation (M/S: Wentworth/Mack); unanimous

Math requirement changed to Math 30 or higher

* Add the newest PTEC math course

**College Skills Certificate Business -** Inactivation

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

**COA Networking and Security Basic**

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

**COA Networking and Security Advanced**

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

**COA Computer support Specialist Basic**

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

**COA Computer Support Specialist Advanced**

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

**Standing Items**

Academic Senate is thinking of changing the position paper; added equity to the COOR as ethnic relevant.

Newest law requires that course calculation formulas for hours/units, Carnegie units, etc. are to be included in the business procedures.

Meeting adjourned: 2:55pm

Meeting Dates: Fall 2017: October 18, November 1, 15 December 6

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

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