**Present**: *Louie Giambattista, Chair*; Tawny Beal, Ricki Hall (Susie Hansen), Erich Holtmann, Christine Kromer, Jeff Mitchell (Morgan Lynn), Michelle Mack, Jancy Rickman, Lois Yamakoshi, Penny Wilkins, Natalie Hannum, Kevin Horan, Eileen Valenzuela, Grace Villegas, Nancy Ybarra, and Shondra West (Note taker)

**Absent**:

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

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Students from Clark’s POLSC course were welcomed to observe the committee

New LMCAS Student representative was introduced to the committee: Makayla Scott-Jefferson

1. **Approval of the Agenda**

**Action:** Approved with changes (M/S: Beal/Mitchell); unanimous

Remove DRAMA 052 from the agenda

**Approval of the Minutes from May 6, 2015**

**Action:** Approved with corrections (M/S: Kromer/Mack); unanimous

Corrections:

* Page 1 - remove the wording “it was shared”; second paragraph
* Page 1 - name correction from “Yamkoshi” to Yamakoshi

1. **Consent Agenda**

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

* Remove PE 011 from the consent agenda

**3a** PE 011 beginning statement was changed to align with the new title change: Bootcamp

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

1. **Existing Course Outlines of Record**

* **PE-004A – Beginning Pilates and More**

**Action:** tabled

**Committee Recommendations**

* + Remove references related to lecture, the course is an activity course.
  + Modify the COOR form instructional methods areas to include an explanation that supports the method being used and to meet Title V compliance.
  + Add to the next agenda (10/21): distinguish between physical activities vs. in-class activity.
  + Update the PSLOs – they should be tied with the Kinesiology degree.
  + Add Kinesiology as a discipline which was state approved and will replace physical education.
  + Correct the typos – pg4 CSLO 1 remove “a”…student is a able, capitalize “Work” next statement, CSLO 5 revise the statement…students “will” show, and correct word palate “principles”.
* **PE-010A – Beginning Circuit Training**

**Action:** tabled

**Committee Recommendations**

* + Remove references related to lecture, the course is an activity course
  + Update the PSLOs – they should be tied with the Kinesiology degree
  + Update assessment area from n/a
  + PE cohorts are assigned to either 2 or 3; they don’t have to be the same cohort number so that the courses are not reviewed and assessed at the same time.
* **PE-057A – Beginning Yoga for Health and Fitness**

**Action:** tabled

**Committee Recommendations**

* + Remove references related to lecture, the course is an activity course
  + Update the PSLOs – they should be tied with the Kinesiology degree
  + Revise pg. 4, section 3 starting at “this allow(s)…students are taught poses…”
* **TRAVL-095 – Advanced Travel Concepts**

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

**Committee Recommendations**

* + Suggested adding a prerequisite; however, students can pass this course without one. An advisory course is listed in the catalog.

1. **New Course Outline of Records**

**PE-004B – Intermediate Pilates and More**

**Action:** tabled

**Committee Recommendations**

* Remove references related to lecture
* Update the PSLOs and align with the KINES degree
* Add Kinesiology as a discipline
* Add an advisory course to take PE-004A
* Update new course form – #13 was left blank
* Add to the COOR form the family structures
* Cohort sequence is determined by the department

**PE-004C – Advanced Pilates and More**

**Action:** tabled

**Committee Recommendations**

* Remove references related to lecture
* Update the PSLOs and align with the KINES degree
* Add Kinesiology as a discipline
* Add an advisory course to take PE-004B

**PE-010B – Intermediate Circuit Training**

**Action:** tabled

**Committee Recommendations**

* Remove references related to lecture
* Update the PSLOs and align with the KINES degree
* Add Kinesiology as a discipline
* Add an advisory course to take PE-10B
* Update the Baccalaureate level

**PE-057B – Intermediate Circuit for Health and Fitness**

**Action:** tabled

**Committee Recommendations**

* Remove references related to lecture
* Update the PSLOs and align with the KINES degree
* Add Kinesiology as a discipline
* Add an advisory course to take PE-004B
* Need a cohort number

**PE-057C – Advanced Yoga for Health and Fitness**

**Action:** tabled

**Committee Recommendations**

* Remove references related to lecture
* Update the PSLOs and align with the KINES degree
* Add Kinesiology as a discipline
* Add an advisory course to take PE-004B
* Need a cohort number

PSLOs are written to majors and not for the general population. CSLOs and PSLOs may be difficult to tie together if they don’t share a relationship; e.g. PSLOs cover career and research information vs. CSLOs cover poses, breathing techniques, etc. It was suggested to rewrite correlations between CSLOs and PSLOs.

Currently A courses are tied to the KINES degree, however B and C courses are not, they are new. Once the B and C courses are state approved, they can be added to the KINES degree via program revision paperwork. Since B and C courses are not requirements of the current KINES degree, PSLOs statements are not required; these courses are considered stand-alone.

1. **Prerequisites:**
2. **Online Supplements**

**COUNS 30 –**

**Action:** Approved (M/S: Tawny/Penny); unanimous

This course was tabled last meeting (9/16) due to CSLO supplemental assignments required revisions; parallel the online supplement CSLOs to COOR (oral presentation).

**TRAVL 095 –**

**Action:** Approved (M/S: Tawny/Jeff); unanimous

The TRAVL department updated the supplement by adding new destinations.

1. **Existing Programs** - none
2. **Experimental (900) Course**

**ENGL 927 –**

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

This course was tabled last meeting (9/16) due to revisions were required to the schedule description, rationale, degree status, and grading scale which were revised.

**Associate degree Program changes** – To follow-up from last meeting discussion led by Kevin (9/16), it was discovered the degree GE requirements were out of compliance, based on Title V. GE requirements for the associate degree courses cannot double count in Ethnic/Multicultural Studies area and for Area B (ADJUS-160) or (SOCSC-045), and Area C (DRAMA-015). A notification will be sent to students that are currently enrolled in these course. It was recommended that all students be emailed, in case previously enrolled students need to take an additional course. Students will not be grandfather in as fulfilling the requirement if previously taken; this is a legal mandate and will implement these requirements Fall 2015. Admissions and Records are currently processing graduation applications for Fa’15, so they can notify students impacted by the change to register into a short-term or online course. Students that are transferring and not petitioning for a degree, will not be impacted by the change. On WebAdvisor, the student evaluation program catches the double count, however, students received information it was glitch prior to finding out the Title V mandated requirement was accurate; they will need to take an extra course. Counseling Department will be notified so they can advise students appropriately.

**Changes to the COOR form and instructions** – The COOR documents were discussed and reviewed to include the new instructional method requirements with written instructions detailing how to complete each section of COOR. The committee was asked to review the documents in preparation for the next meeting (10/21) to discuss and approve.

It was recommended to add a date on the front cover of the COOR form. It’s difficult to determine when COORs were last revised without a reference date. It was pointed out that page 2 of the COOR form has signature and date to reference by.

**Standing Items**

* CurricuNet – Meeting with the CurricuNet team to develop a promotional site that will be available for testing by the Deans and Kevin.
* SGC – RAP proposal information was sent out to interested parties.
* Articulation - None
* TLC – is working on the mid-year report and gathering stats on how many COORs have been assessed.

Meeting adjourned – 2:23 pm

Meeting Dates: 10/21, 11/4 11/18 12/2

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