**Present**: *Louie Giambattista,* ***Chair***; Tawny Beal, Dann Gesink, Cristina Goff, Natalie Hannum, Erich Holtmann, Scott Hubbard, Morgan Lynn, Michelle Mack, A’kilah Moore, Nilton Serva (LMCAS), Jancy Rickman, Eileen Valenzuela, Penny Wilkins, Shondra West (Note taker)

**Absent**: Kevin Horan and Grace Villegas

**Guest**: Rudolf Rose, Tue Rust, and Student from Clarke’s POLSC class

Meeting called to order - Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* Umoja Scholars Program is putting on a Hip/Hop Conference September 27/28. The event is creative and political, covering various topics on hip/hop cultural; the conference is informative and interactive.
* October is Disability Awareness month. Disability Advocates are hosting an event October 6 showcasing: comedy, Q&A, and refreshments.
* New Business Club has formed and meets on Thursdays, 2:30-5:30; everyone is welcomed.
1. **Approval of the Agenda**

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

* Pull COUNS - 907 from the agenda; the department is revising the COOR.

**Approval of the Minutes from May 18, 2016**

**Action:** Approved with correction (M/S: Beal/Mack); 1 abstention - Goff

* Date change from May 4 to May 18
1. **Consent Agenda**

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

* ENGL-095 - Catalog description, grading and title
* PE-011 - Course number change
* SPCH-180 - Inactivation
1. **Existing Course Outline of Record**

**Second Reading**

1. **PSYCH - 014 Psychology of Human Sexuality**

**Action:** Approved (M/S: Goff/Wilkins/); 1 abstention - Rickman

The author made changes based on the committee’s recommendations to align CLSOs to PSLOs.

Committee Discussion:

None

**First Reading**

1. **COUNS - 033 Transfer Planning**

**Action:** Approved to include lecture hours (M/S: Lynn/Goff); unanimous

In conjunction with the Online Supplement proposal (item 5-c); the COOR is being updated.

**Committee Discussion:**

 Add lecture hours - 18.

1. **BIOSC - 050 Microbiology**

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

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

**Committee Discussion:**

Several prerequisites are listed and required prior to taking this course.

1. **Online Supplements**
2. **PE - 100 Introduction to Kinesiology**

**Action:** Approved (M/S: Hubbard/Lynn); 1 abstention - Beal; 1 oppose - Goff; approved- 6

The course outline was previously approved; this is an extension to offer the course online.

**Committee Discussion:**

* The duplication of language on page 1 & 2 of the form was questioned; “students will engage in collaborative…” it was recommended revising the form to include checkboxes which was considered insufficient; the author is required to provide substantive information as a supplement to the COOR.
* What is the intention of listing activities or describing how those activities will be initiated; it can be looked as an accountability form in which instructors insure activities are being completed.
* Vagueness of CSLO substantive interaction was questioned; it was shared that the DE committee reviewed other colleges’ online forms in order to develop one for LMC that compliments the COOR. The form is to add value and avoid duplicating the COOR description.
* It was suggested to remove “role playing” which is not listed in the COOR; it was determined authors can add descriptive language to the supplement.
* Method of delivery online tools have changed, reframe from using terms e.g. Dropbox.
* It was recommended to provide quality systematic approaches to enhance/implement online techniques.
* The purpose of the form is to supplement the COOR and reframe from providing substantive information. It was suggested that the committee should determine the needs and wants of the form usage *as a future agenda item.*
1. **MATH - 040 Pre-Calculus**

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

When the COOR was approved May 2016, the supplement was tabled. The recommendations were to revise the language written from the student’s perspective to the instructor.

**Committee Discussion:**

* A concern was lack of substantive interaction; it was determined CSLO1 addresses the concern.
* Course offering effective Spring 17
1. **COUNS - 033 Transfer Planning**

**Action:** Approved (M/S: Holtmann/Mack); 1 abstention - Beal; 1 oppose - Goff; approve - 6

**Committee Discussion:**

* The committee concerns are similar to PE 100 that the CSLO descriptions lacks substantive information.
1. **Experimental Courses**
	1. **COUNS-906 Educational Planning**

**Action:** Approved with recommendation to consult with DSPS (M/S: Lynn/Beal); unanimous

This course is designed to have students create a two semester Ed Plan with a better understanding of program requirements; both local and transfer.

**Committee Discussion:**

* The committee questioned the hour unit value at .3; the state approves a minimum of .3 units.
* As a concern, the content seems greater than .3 unit value; the purpose of this course is to align with the current orientation practices which secure 3SP funding requirements.
* As a concern, students are required to pay for this course when it’s the institution responsibility for students to receive educational planning services. In response, this course will provide students with a greater opportunity to receive supplementary information that extends over a semester instead of a one day orientation.
* This course could be potentially a non-credit course as part of the College Readiness Program; it could address multiple issues: cost, unit, repeatability, and HS offerings. Non-credit opportunities will become available effective Su’17; or sooner Sp’17 if needed.
* This course shouldn’t be non-credit instead use it to matriculate HS students into college.
* This course can help free-up Counseling appointments by redirecting students to this course.
* It was recommended to seek consultation with Ginny Richardson regarding fees associated with this course whether it goes against providing free DSPS services.
	1. **VONUR-900**

**Action:** Approved (M/S: Holtmann/Lynn); 1 abstention - Mack

This course is for students currently enrolled in the program, and who wants to become IV Certified. The department would like to offer this course immediately; Sp’17 as an experimental course until VONUR-030 is approved as a permanent offering effective Fa’17.

**Committee Discussion:**

* This course is not part of the program - remove PSLOs
1. **New Courses**
	1. **VONUR-030 IV Therapy/Blood Withdrawal**

**Action:** Tabled

**Prerequisite:** Tabled

This course is for students currently in the program who wants to become IV Certified. The department would like to offer this course Fa’17.

**Committee Discussion:**

* This course is not part of the program - remove PSLOs
* Bring back - Department needs to clarify CSLOs alignment/prerequisite form
	1. **PE-011B - Intermediate Bootcamp**

**Action:** Tabled

**Committee Discussion:**

* The CSLOs should specify the different levels.
* Bring back - Department needs to clarify CSLOs
	1. **PE-009A**

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

**Committee Discussion:**

* Content progression is listed
* Add Kinesiology to the discipline
* Reverse the order of the paragraph for the catalog/scheduling description
	1. **PE-009B**

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

**Committee Discussion:**

* None
1. **Cover Sheet and Instructional Sheet**

The form was updated based on previous meeting recommendations.

**Committee Discussion:**

* Consent agenda - inactivation and delete are the same; when a course is inactivated lapse of time shall pass before the course can be offered again (reactivated).
* Schedule description is not required on this form (minor changes); it’s listed on the COOR
* Method of instruction appears in both substantive/information as satisfying two different conditions. It was suggested to add “minor” language to the Information section to distinguish the differences between major (substantive) vs. minor (informational).
* Add reactivation under substantive changes; date last offered to determine where the proposals resides; if less than two years add to consent agenda.
* Method of evaluation as a TV requirement - move to substantive changes

**Standing Items**

1. **SGC** – none
2. **Articulation** – none
3. **TLC** – none
4. **Academic Senate –** none

Meeting adjourned

Meeting Dates: October 19, November 2, 16 and December 7

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