**Present**: ***Louie Giambattista,******Chair***; Dann Gesink, Rikki Hall, Kevin Horan, Scott Hubbard, Mara Landers, Morgan Lynn, Michelle Mack, Jancy Rickman, Penny Wilkins, Ryan Pedersen, Nancy Ybarra, Eileen Valenzuela, Grace Villegas and Shondra West (Note taker)

**Absent**: Christina Goff and ­Natalie Hannum

**Guest**: Jason Dearman, Scott Cabral, Nina Ghiselli, student from Mr. Clarke’s class

Meeting called to order: 1:08pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**

Scott asked the committee about Zero textbook cost and what’s the process. The committee shared, ZTC is a department decision that doesn’t require curriculum approval. A COOR update is needed to list any newer books required for the class. Recommendations:

* Confirm if books meet articulation
* In the schedule mark code classes with ZTC

1. **Approval of the Agenda**

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

* Move ADJUS 005 to consent agenda

**Approval of the Minutes from February 7, 2018**

**Action:** Approved (M/S: Rickman/Mack); majority; **Abstain**: T. Rust and M. Stricker

1. **Consent Agenda**

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

ESL-85G

ESL-95G

ESL-100G

FRENCH-060

VOUNUR-008

ADJUS-005

* Remove ESL-085G and add ADJUS-005

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

**ESL-085G**

**Action:** Tabled

**Committee Recommendations:**

* Prerequisite - minimum requirement should be level 3; level 4 supersedes 3.
* Questioned the department whether having ENGL 100 and ESL 100 is confusing to students as being composition courses?

**MANGT-060**

**Action:** Approved (M/S: Stricker/Gesink); majority; **Abstain**: T. Rust

The department updated the COOR after completing an assessment review.

**MANGT-075**

**Action:** Approved with changes (M/S: Matt/Penny); majority; **Abstain**: T. Rust

The department updated the COOR after completing an assessment review.

**Committee Recommendations:**

* Remove OESLO - page 3

**SPAN-057**

**Action:** Approved (M/S: Lynn/Mack); majority; **Abstain**: T. Rust

This course was changed from 3.0 to 4.0-unit course

**VONUR-016**

**Action:** Approved (M/S: Stricker/Rickman) majority; **Abstain**: T. Rust

**Committee Recommendations:**

* Need a cohort number

**BUS-035C**

**Action:** Approved (M/S: Stricker/Mack) majority **Abstain**: T. Rust

The department updated the COOR after completing an assessment review.

**PE-011A**

**Action:** Approved (M/S: Rickman/Rust); majority - **Abstain**: M. Stricker

Changes to the COOR after previous meeting recommendations to change from variable to fix (1.0 unit)

**Committee Recommendations:**

* Change hours to 54 - page 1

1. **New Courses**

**AUTO 110**

**Action:** Approved (M/S: Lynn/Gesink); majority – **Abstain**: T. Rust

**Committee Recommendations:**

* Uncheck GESLO - page 3
* Change to 6 from 5.5 units - page 1
* Uncheck activity - page 6
* Change yes baccalaureate level - page 1

**COUNS-035**

**Action:** Approved (M/S: Mack/Lynn); majority – Abstain: T. Rust

This course is brand new to the college environment intended to help students’ study skills in varies areas.

**Committee Recommendations:**

* Change course title to Theories and Application of Learning in College - page 1
* Uncheck IGETC - page 1and GE page 2

**ESL-085SL**

**Action:** Tabled

**Committee Recommendations:**

* Prerequisite - minimum requirement should be level 3; level 4 supersedes 3.
* Change 3 to 54
* This course is non-degree applicable
* Uncheck CSU/CSU GE
* Need prerequisite form

**ESL-085WRV**

**Action:** Tabled

**Committee Recommendations:**

* Prerequisite - minimum requirement should be level 3; level 4 supersedes 3.
* Change 3 to 54
* This course is non-degree applicable
* Uncheck CSU/CSU GE
* Uncheck lab
* Need prerequisite form

**ESL-095SL**

**Action:** table

This course will become part of certificate,

**Committee Recommendations:**

* Uncheck lab
* Need prerequisite form

**ESL-095WRV**

**Action:** tabled

**Committee Recommendations:**

* Need prerequisite form
* Confirm LR grade option

**FIRE-123**

**Action:** tabled

**Committee Recommendations:**

* Need prerequisite form
* Align the CSLOs with PSLOS - page3
* Uncheck activity box - page 5
* Need a PSLO statement - page 3
* Update the method of evaluation (ME) grid - page 4
* Missing A/C level work
* Add essay assignment to the ME grid - page 4
* Missing grading scale
* Remove last date of assessment - page 1

**FIRE-124**

**Action:** tabled

**Committee Recommendations:**

* Missing A/C levels
* Align CSLOs to PSLOs
* Missing grading
* Align the ME bullet points with the CSLO grid
* Change the units from 2 to 1.0 on the new course information form
* Uncheck activity

This course is not part of a sequence, and students will receive state certification.

**FIRE-125**

**Action:** table

**Committee Recommendations:**

* Update catalog description - change six courses to five).
* Remove the statement - “this course is one of six courses...
* Remove the statement - “this course will be offered as an overlay course both credit or noncredit

**FIRE-126**

**Action:** table

**Committee Recommendations:**

* Remove the statement - “this course is one of six courses...
* Change the prerequisite to read – complete FIRE 120 or equivalent certificate
* Remove the PSLOs - this course is part of a College Skills Certificate

**FIRE-127**

**Action:** tabled

**Committee Recommendations:**

* Prerequisite remove CSFM-083D and add “or equivalent”
* Change prerequisite requirement S-290 certificate requirement (classroom delivery) as a standard prerequisite verified by Admissions and Records Department.
* Answer 15 on the new course form

This course doesn’t meet program requirements at this time. State changed requirement for those seeking employment as a Fire Captain or above. The goal is to offer a 2nd fire degree.

**SPAN-058**

**Action:** tabled

This course would be used towards the AAT degree

**Committee Recommendations:**

* Missing A/C level
* The committee addressed narrative and textbook concerns

1. **Experimental Courses**

LRNSK-905

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

**Committee Recommendations:**

* Check - Student Choice (SC)
* Change the hours 4.5 lecture/lab to equal .3 units
* Remove the advisory statement
* Add an hour to content
* Adjust CSLOs
* Remove PSLOs

1. **Online**

* **PHIL-100**

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

* **PTEC-010**

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

* **PTEC-012**

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

* **BUS-035C 100% online**

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

* **BUS-035C hybrid**

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

1. **Programs**

* **AA MUSIC**

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

* **COA Music Business Management**

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

* **College Skills Certificate: Intermediate English for College and Career Success**

**Action:** tabled

* **College Skills Certificate: Advanced English for Academic and Professional Advancement**

**Action:** tabled

Meeting adjourned: 2:53pm

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

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