

# Minutes

Campus Center Conference Room  
September 17, 2013

**P. Sezzi called the meeting to order at 3:02 p.m.**

**VOTING MEMBERS PRESENT:** G. Arevalo, G. Arquilevich, A. Bittl, M. Bowen, H. Dalton, T. Dalton, M. De La Rocha, D. Farris, N. Fredrickson, A. Gaines, R. Koerner, A. Kolesnik, S. Lall, D. Newcomb, P. Sezzi

**NON-VOTING MEMBERS PRESENT:** N. Duangpun, G. Gillespie, O. Long, I. Maymes, L. Resendiz

**GUESTS:** Tim Harrison, Gwen Huddleston, Sandy Melton, Kathleen Schrader, Kathy Scott

**APPROVAL OF MINUTES: September 3, 2013**

P. Sezzi called for a motion to approve the minutes. A. Bittl moved to accept, R. Koerner seconded, and the motion carried unanimously.

R. Koerner requested the minutes be amended (Item 2 under “Policy and Process Discussion”) to reflect that she proposed the process of Curriculum Committee be included in program review document not that she would write it. P. Sezzi confirmed the amendment would be made.

**POLICY AND PROCESS DISCUSSION:**

**1. Expectations and responsibilities/goals of Curriculum Committee members**

*Peter briefly discussed the results from the group. He requested members to review the document and circle 2 or 3 items on each list to discuss at the next meeting.*

**SECTION ONE:**

**REQUIRING COMMITTEE ACTION**

**I. Curricular Proposals for Approval**

**A. Credit Courses: Second Reading**

1. New

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2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);  
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

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3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions)

7. Noncredit Courses

8. Study Abroad/International Education

**B. Credit Courses: First Reading**

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);  
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

- **HS V12 (Reactive- this course was deleted in 2002)**  
T- from *"In Home Care Provider"* to *"Home Health Aide"*;  
U- from 1.5 to 2;  
H- from 4.5 lab to 1.5 lecture, 1.5 lab;  
D)

Requested first and second reading to be effective Summer 2014 due to grant requirements, also note that it is a stand-alone course

**-Approved for Summer 2014**

A motion to approve was made by R. Koerner and seconded by M. De La Rocha.

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

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7. Noncredit Courses

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8. Study Abroad/International Education

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**SECTION TWO:**

**COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA**

**II. Curricular Activity: Technical Action**

**A. Delete (Remove from catalog)**

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**B. Technical Revisions (Nonsubstantial Changes in Catalog)**

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

- **GEOG V08 (D)**
- **JAPN V01, V02 (D)**

**-Approved for Fall 2014**

A motion to approve was made by A. Bittl and seconded by H. Dalton.

- **MUS V31A, V31B, V31C, V31D, V31E, V31F, V31G, V31H (R)**

**Reinstate the Repeatability to up to four times**

**-Approved for Spring 2014**

A motion to approve was made by A. Bittl and seconded by H. Dalton.

**C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.**

CC=Course Content (substantial); LC=Lab Content (substantial); CO=Course Objectives (substantial)

- **BUS V01A (CC; LC; CO) - pulled for discussion**

- **BUS V01B (CC; CO)**
- **GEOG V08 (CC; CO)**
- **HS V12 (CC; LC; CO)**
- **JAPN V01, V02 (CC; CO)**
- **MATH V23 (CC; CO)**

**-Approved for Fall 2014 (with the exception of BUS V01A)**

A motion to approve was made by A. Bittl and seconded by H. Dalton.

**D. Course Review/Update (No catalog changes)**

- **BUS V01A - pulled for discussion**
- **BUS V01B**

- **MATH V23**

**-Approved for Fall 2014 (with the exception of BUS V01A)**  
 A motion to approve was made by A. Bittl and seconded by H. Dalton.

**E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review**

- **BUS V01A (P: BUS V03 or 1 yr. HS Bookkeeping C or better-Review) – pulled for discussion**

The discussion for BUS V01A centered on the prerequisite of BUS V03. It was suggested to postpone discussion until the next meeting and invite Jim Carriger to participate. M. De La Rocha moved to postpone discussion to the next meeting, A. Bittl seconded, and the motion was carried. A brief discussion ensued regarding a more flexible challenge process, the incidence of this prerequisite at other institutions and the impact the prerequisite has on transfer students.

**BUS V01B (P: BUS V01A –Review)**

- **JAPN V02 (P: JAPN V01 or 2 yrs. HS Japanese or equivalent – Review)**
- **MATH V23 (P: MATH V21C-Review; RP: MATH V22-Review)**

**-Approved for Fall 2014 (with the exception of BUS V01A)**  
 A motion to approve was made by A. Bittl and seconded by D. Newcomb.

**F. Distance Education (Revision/Update – No catalog changes.)**

**G. Degrees, Certificates and Awards (Nonsubstantial)**

**H. VC GE Approvals (Curriculum GE Sub Committee)**

**SECTION THREE:  
 DISCUSSION (CONSENT and/or ACTION)**

**III. Action/Information/Discussion**

**A. DTRW-I Report (Information) – P. Sezzi/G. Arevalo**

*-None-*

**B. Technical Review Training (Information) – M. Bowen/G. Arevalo/P. Sezzi**

*Training was conducted; resources are available on the VC Curriculum Committee webpage.*

**MEETING ADJOURNED at 4:58 P.M.**

**NEXT MEETING**

**October 1, 2013 - 3:00 p.m.**

**Multidisciplinary Center West Conference Room (MCW-312)**