



**OFFICE OF THE VICE PRESIDENT OF INSTRUCTION**  
**CURRICULUM AND GENERAL EDUCATION COMMITTEE**

**Minutes of the Curriculum and General Education Committee Meeting**  
**Monday May 12, 2014 12:10p.m., Cougar Room**

*Members Present:* A. Anderson, K. Bandy, S. Eveland, G. Golling, V. Jacobi, Instructional Resource R. Sigel, S. Swenson, T. Thompson SLO Resource B. Young, D. Layne, M. Williams, and ASB Representative Celia Rangel

*Members Absent:* D. Bogle, K. Carlson, S. Eastman, and PTK Representative

---

**I. APPROVAL OF MINUTES:** from the April 9, 2014 Curriculum & General Education Committee meeting

*On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the minutes from the April 9, 2014 Curriculum & General Education Committee were approved.*

**II. SOCIAL SCIENCE DIVISION**

A. Certificate Updates

1. Early Intervention Assistant I
2. Early Intervention Assistant II

*The above certificate updates were taken together as a block item. On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the above certificate updates to Early Intervention Assistant I and Early Intervention Assistant II were approved to move forward to the June 11, 2014 District Board meeting.*

**III. MATH AND SCIENCE DIVISION**

A. Courses Updates

1. BIOL 2250 Human Anatomy
2. BIOL 2255 Human Physiology
3. BIOL 2256 Human Physiology Laboratory
4. BIOL 2257 Human Physiology with Lab

*The above four Biology course updates were taken together as a block item. On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the above course updates to BIOL 2250, 2255, 2256, and 2257 were approved to move forward to the June 11, 2014 District Board Meeting.*

5. MATH 2130 Analytic Geometry & Calculus III

*On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the course updates to MATH 2130 were approved to move forward to the June 11, 2014 District Board meeting.*

- 6. CHEM 2108 Organic Chemistry
- 7. CHEM 2211 General Chemistry
- 8. CHEM 2212 General Chemistry and Qualitative Analysis

*The above course updates to CHEM 2108, 2211, and 2212 were taken together as a block item. On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the course updates to CHEM 2108, 2211, and 2212 were approved to move forward to the June 11, 2014 District Board meeting.*

9. HLED 1541 Medical Terminology

*On a motion by V. Jacobi, seconded S. Eveland, and unanimously carried, the course updates to HLED 1541 were approved to move forward to the June 11, 2014 District Board meeting.*

B. Course Inactivations

- 1. GOLF 1500 Golf Club Repair and Design
- 2. HLED 1542 Basic Pharmacology
- 3. HLED 1540 Clinical Medical Assisting
- 4. MATH 0220 The Texas Instruments (TI) Graphic Calculator
- 5. PHED 1522 Exercising for Fitness
- 6. PHED 1527 Gen. Physical Education Activities
- 7. PHYS 2223 General Physics (Calculus)

*The above course inactivations were taken together as a block item. On a motion by S. Swenson, seconded by S. Eveland, and unanimously carried, the course inactivations were approved to move forward to the District Board meeting.*

C. New Courses

- 1. HLED 1543 Medical Terminology for Court Reporting

*On a motion by S. Eveland, seconded by G. Golling, and unanimously carried, the new course HLED 1543 was approved to move forward to the District Board meeting.*

- 2. CHEM 1520 Introduction to Organic and Biochemistry

*On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the new course CHEM 1520 was approved to move forward to the District Board meeting. On a separate motion by V. Jacobi, seconded by S. Eveland and unanimously carried the extensive lab designation for CHEM 1520 was approved.*

- D. New Program
  - 1. AA-T Kinesiology

*After discussion regarding which team sports to include in the proposal the Division Chair removed the A.A-T in Kinesiology from the agenda.*

**IV. LEARNING SUPPORT**

- A. Course Updates
  - 1. LRSK 0910 Improving Learning Potential

*On a motion by G. Golling, seconded by S. Swenson, and unanimously carried, the course updates to LRSK 0910 were approved to move forward to the District Board meeting.*

**V. LIBERAL ARTS DIVISION**

- A. Course Updates
  - 1. ART 1850 Web Site Production

*The course update to ART 1850 is to be held until the next Curriculum & General Education meeting in order to give the Division Chair time to research the number of lab hours the course should meet in order to be consistent with other colleges.*

- 2. MUSC 1520 History of American Jazz

*On a motion by S. Eveland, seconded by V. Jacobi, and unanimously carried, the course updates to MUSC 1520 were approved to move forward to the District Board meeting.*

- B. Course Inactivations
  - 1. SPAN 1051 Conversational Spanish
  - 2. SPAN 1052 Conversational Spanish
  - 3. SPAN 1053 Conversational Spanish
  - 4. SPAN 1054 Conversational Spanish
  - 5. SPAN 0255 Survival Spanish
  - 6. SPCE 0266 Sign and Song

*The above course inactivations were taken together as a block item. On a motion by S. Swenson, seconded by S. Eveland, and unanimously carried, the course inactivations were approved to move forward to the District Board meeting.*

**VI. APPLIED TECHNOLOGY DIVISION**

- A. Course Updates
  - 1. COSC 1603 Introduction to Electronic Word Processing – Microsoft Word 2010
  - 2. COSC 1703 Introduction to Spreadsheets – Microsoft Excel 2010

*Curriculum and General Education Committee Agenda  
May 12, 2014*

3. COSC 1812 Introduction to Presentation Graphics – Microsoft PowerPoint 2010
4. COSC 1902 Introduction to Electronic Databases – Microsoft Access 2010

*The above COSC courses were taken together as a block item. On a motion by S. Eveland, seconded by A. Anderson, and unanimously carried, the course updates to COSC 1603, 1703, 1812, and 1902 were approved to move forward to the District Board meeting.*

5. BUSN 1055 Office Procedures

*On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the course updates to BUSN 1055 were approved to move forward to the District Board meeting.*

6. ENER 1515 Basic Instrumentation for Energy Industries

*On a motion by K. Bandy, seconded by G. Golling, and unanimously carried, the course updates to ENER 1515 were approved to move forward to the District Board Meeting.*

**B. Course Inactivations**

1. COSC 1602 Introduction to Electronic Word Processing – Microsoft Word 2007
2. COSC 1702 Introduction to Spreadsheets – Microsoft Excel 2007
3. COSC 1811 Introduction to Presentation Graphics – Microsoft PowerPoint 2007
4. COSC 1901 Introduction to Electronic Databases – Microsoft Access 2007

*The above course inactivations were taken together as a block item. On a motion by S. Eveland, seconded by G. Golling, and unanimously carried, the above course inactivations were approved to move forward to the District Board meeting.*

**C. New Courses**

1. ENER 1530 Electricity and Basic Electronics
2. ENER 1540 Fundamentals of Programmable Logic Controllers

*The above new courses were taken together as a block item. On a motion by S. Eveland, seconded by V. Jacobi, and unanimously carried, the new courses ENER 1530 and ENER 1540 were approved to move forward to the District Board meeting. On a separate motion by S. Eveland, seconded by G. Golling, and unanimously carried the extensive lab designation for ENER 1530 was approved. On a separate motion by S. Eveland, seconded by V. Jacobi, and unanimously carried, the extensive lab designation for ENER 1540 was approved.*

*Curriculum and General Education Committee Agenda  
May 12, 2014*

- D. New Local Certificate
  - 1. Microsoft Office Applications

*On a motion by V. Jacobi, seconded by S. Eveland, and unanimously carried, the new local certificate Microsoft Word Applications was approved to move forward to the District Board meeting.*

**VII. DISCUSSION ITEM**

- 1. Distance Learning

*The current distance learning application form is quite old and needs some revisions. V. Jacobi stated that she is gathering information from other institutions. This item is tabled until next academic year when there are more references to review.*

**VIII. INFORMATIONAL ITEM**

Program	Tech Review	C & GE	Board	State	Revisions Requested
A.A Physical Education					Resubmitted to Chancellor's Office 4/17/14)
A. A. Liberal Arts: Health and Physical Education					Resubmitted to Chancellor's Office 4/17/14)
A. S.-T Mathematics				Approved! 5/1/14	
A.S. Engineering	12/3/2013	12/9/2013	1/8/2014		Requires Revisions (4/9/14)
A.S. & Certificate Disabilities Studies	11/19/2013	1/17/2014	2/12/2014		
AA-T Anthropology	4/1/2014	4/9/14			
AA-T Kinesiology	4/29/2014				

**IX. Thank you to Dr. David Layne for all your hard work as Co-Chair of the Curriculum committee! You will be missed as Curriculum co-chair next year!**

MW/DL:dk