

DRAFT
COLLEGE INSTRUCTION COMMITTEE
MINUTES OF November 24, 2003

MEETING CALLED TO ORDER: The meeting was called to order at 2:25 p.m.

CHAIR: Beth Goehring

MEMBERS PRESENT: Yvonne Brisard (R3S), Leverett Smith (NAS), Robert Chan (BSSAT), Richard Stollings (Classified Senate)

RESOURCE TEAM: Kenyetta Tribble (Articulation Officer)

GUESTS: J. Shieh-Cook, E. Smith, Liz Xiezopolski, C. Anderson, T. Murphy, S. Lamb

ABSENT: Ed Greene (HSPEA), Joy Lynch (CAH),

APPROVAL OF AGENDA: The agenda was approved.

ACTION ITEMS:

COURSE/CATALOG CHANGES

HSC 102, 106, 108, 110, 112, 113, 114, 116, 118, 212, 220, 221, 222, 223, 224, 226, 227, 230, 298

CHANGE: Program name from Health Science (HSC) to Health and Human Services (HHS)

ACTION: Conditionally Approved

CONDITIONS: HSC 102 – Correct 1) weeks from 6 to 18 2) Attendance on Evaluation

HSC 106 – Correct description

HSC 112, 113, 114 – Correct Attendance on Evaluation

HSC 116 – More detail needed on Evaluation

HSC 118 – Change “women” to “victims” in Course Objective #5

HSC 221 – Evaluation correction (remove one final)

HSC 222 – Objective replace “Avoid” with “Identify general”

HSC 226 – Content doesn’t equal 100%

HSC 227 – misspelling in Object #5 “relates”

ACTION: Approved

HSC 108, 110, 212, 220, 224, 230, 298

HSC 100 - Topics in Health Science

CHANGE: Program name to HHS, title to Topics in Health and Human Services

ACTION: Approved

HSC 107 - Holistic Health II

CHANGE: Delete from catalog

ACTION: Approved

MEDIC 153 - Advanced Medical Terminology

CHANGE: Delete from catalog

ACTION: Approved

MEDIC 152 - Intermediate Medical Terminology

CHANGE: Title changed to Advanced Medical Terminology

ACTION: Not approved, course needs to be deleted and new course proposed with new number and Title (MEDIC 151- Medical Terminology II)

MEDIC 215 - Clinical Experience

CHANGE: Delete prerequisite of MEDIC 153

ACTION: Conditionally Approved

CONDITIONS: Correct addition of prerequisite to MEDIC 151, delete pre-req. of MEDIC 152, outline

MEDIC 216 - Advanced Clinical Experience

CHANGE: Delete prerequisite of MEDIC 153, 214, Delete co-requisite of MEDIC 217

ACTION: Conditionally Approved

CONDITIONS: Delete MEDIC 152, add MEDIC 151, outline corrected

MATH 115C - Pre-Algebra (Academic Skills Dept.)

CHANGE: Grade Option, delete Advisory, correct hours per term

ACTION: Tabled (Correct hours to .5-1.5 lecture/ 0 – 4.5 lab, outline

ESL 120 (116) - Conversation and Grammar I

CHANGE: Course number to ESL 116, title to Conversation and Grammar II, Delete Advisory, add Advisory, unit value from 2-3 units to 2 units

ACTION: Not approved - course needs to be deleted and new course proposed with new number and Title (ESL 116 – Conversation and Grammar B)

ESL 220 (119) - Conversation and Grammar II

CHANGE: Course number to ESL 119, title to Conversation and Grammar III, Delete Advisory, add Advisory, unit value from 2-3 units to 2 units, transfer list

ACTION: Not approved - course needs to be deleted and new course proposed with new number and Title (ESL 119 – Conversation and Grammar C)

COURSE REVISIONS

SPEECH 120 - Public Speaking

REVISION: Description

ACTION: Conditionally Approved

CONDITIONS: Needs signatures, and should go on Course Catalog Change form

SPEECH 142 - Performance of Literature

REVISION: Hours and units

ACTION: Approved

SPEECH 160B - Forensics

REVISION: Description, hours, and units

ACTION: Approved

ESL 810N - Survival Literacy for ESL Adults

REVISION: Title change to Beginning ESL - Non-Credit, description

ACTION: Conditionally Approved

CONDITIONS: Student Assessment needs more detail, needs test and assignment

NEW COURSE PROPOSALS

HPC-175 - Introduction to Security Administration

ACTION: Conditionally Approved

CONDITIONS: Library signature

HPC-190 - Interpretive Scripting (NOTE: Title has been changed from Interactive Scripting)

ACTION: Conditionally Approved

CONDITIONS: Library signature, reading analysis, correct title on proposal, outline, and syllabus

HPC-240 - HPC Administrative Practicum

ACTION: Conditionally Approved

CONDITIONS: Library signature, reading analysis (same as HPC 103)

ESL 45 - Conversation and Grammar Basic

ACTION: Conditionally Approved

CONDITIONS: Library signature

ESL 113 - Conversation and Grammar A (NOTE: title change from I to A)

ACTION: Conditionally Approved

CONDITIONS: Library signature, correct title on proposal, outline, and syllabus

ESL 122 Conversation and Grammar D (NOTE: title change from IV to D)

ACTION: Conditionally Approved

CONDITIONS: Library signature, correct title on proposal, outline, and syllabus

ESL 138 - Technology for ESL Students

ACTION: Tabled

CONDITIONS: Needs signatures from CIS Department

REFRG 123 - Household Maintenance Appliance Repair

ACTION: Tabled (no representation)

HHS 115 - Personal Development for Life and Work

ACTION: Conditionally Approved

CONDITIONS: Remove Life-long Understanding, reading level on proposal, expand Content, needs

Student Evaluation and Schedule on syllabus

NEW/CHANGE TO MAJOR/CERTIFICATE

High Performance Computers (HPC)

CHANGE: Change of Major by adding and deleting courses

ACTION: Approved

Medical Assisting and Office Technician (MEDIC)

CHANGE: Change Department name to Health and Human Services (HHS)

ACTION: Approved

Health and Human Services (HHS) Medical Assisting and Office Technology

CHANGE: Change Major and Certificate by adding and deleting courses

ACTION: Conditionally Approved

CONDITIONS: Deletion of MEDIC 152 and addition of MEDIC 151

Health and Human Services (HHS)

CHANGE: Create new Certificate of Completion - Medical Terminology

ACTION: Conditionally Approved

CONDITIONS: Change MEDIC 152 to MEDIC 151

Refrigeration and Appliance Repair Technology (REFRG)

CHANGE: Add Certificate of Completion (Household Maintenance Appliance Technology)

ACTION: Tabled (no representation)

VARIABLE TOPICS COURSES

ESL 100B - Reading for Beginners

ACTION: Approved

CONTENT REVIEW

SPEECH 120 - Public Speaking

SPEECH 160A - Speaking in the Community

SPEECH 160B - Forensics

MATH 115C - Pre-Algebra

ART 140 - Sculpture: Beginning I

ART 141 - Sculpture: Beginning II

ART 240 - Sculpture: Intermediate I

ART 241 - Sculpture: Intermediate II

ESL 116 (120) - Conversation and Grammar II (removed)

ESL 119 (220) - Conversation and Grammar III (removed)

ACTION: Tabled

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: There were no announcements.

ADJOURNMENT: The meeting was adjourned at 6:00 p.m.