

**WEST HILLS COLLEGE COALINGA
CURRICULUM/GENERAL EDUCATION COMMITTEE**

August 17, 2007

10:00a.m.-12:00p.m.

Room E 1

MINUTES

Voting Members: C. Cowden, R. Mayer, S. McGlothlin, M. Magnuson, K. Sowden, S. Sutherland, M. Hendrickson, S. Shepard, J. Stearns, K. Wilds

At-Large Non-Voting Members: D. Georgatos, S. Kincade, M. Lourenco

Members Present: C. Cowden, D. Georgatos, S. Kincade, M. Lourenco, M. Magnuson, R. Mayer, S. McGlothlin, S. Shepard, J. Stearns, S. Sutherland

Members Absent: K. Sowden, K. Wilds

1.0 Call to Order

Faculty- Chair S. Shepard called the meeting to order at 10:104a.m.

2.0 Changes to Agenda

The following items need added to new business 8.6 Stand Alone Course Approval , 8.7 Math/ENG Requirements, 8.8 Routing, and 8.9 Form Review. Item 8.3 Updated Spreadsheets tabled. Textbooks changes added to the consent agenda.

3.0 Approval of Minutes 5/11/07

A motion to approve the minutes from 5/11/07 with corrections was made by S. Sutherland, seconded by R. Mayer; the motion passed unanimously. (the correction needed to the minutes was term length for Faculty-Chair should state 2007-2010).

4.0 Items For Second Consideration

None

5.0 Items for First Consideration

5.1 New Course

5.1.1 BIO 15 – Biology for Education

- Course
- Advisory: Eng 51A or equivalent

S. Shepard address the committee stating that this new course is the outcome of the Bio 10 issues. WHC Lemoore has approved their course at the curriculum level and also at the board level.

The committee reviewed the outline, and following need to be corrected. Distance Education should not be checked, course will not be taught in the distance education, and the text from the textbook is not attached that verifies the readability of the course.

Another concern was that readability stated above 12.4 grade reading level and as a transferable course no prerequisite is listed.

A motion to approve the new course of BIO 15 on the 1st reading was made by C. Cowden, seconded by M. Magnuson; the motion passed unanimously.

6.0 Consent Agenda

6.1 Textbook

6.1.1 PSYTEC 12 - Nursing Science

The committee reviewed the proposed textbook change, and the committee had no concerns with the revisions. The textbook revision is effective 2008 spring.

6.1.2 HS 61 – Nurse Assistance

The committee reviewed the proposed textbook change, and the committee had no concerns with the revisions. The textbook revision is effective 2008 spring.

M. Lourenco reminded everyone that a Board Policy does exist. Textbooks, once adopted for classroom use, are adopted for at least a two-year period.

7.0 Old Business

None

8.0 New Business

8.1 Meeting Schedule

S. Shepard informed committee that meeting time will be at 12:00p.m. on Fridays and room to be announced. The calendar was reviewed and discussed and the following dates were approved for WHC Coalinga curriculum meeting with a motion by R. Mayer, seconded by S. Sutherland; the motion passed unanimously.

8/31/07

9/14/07

9/28/07

10/12/07

10/26/07

11/9/07

11/30/07

12/7/07 (if necessary)

8.2 Curriculum Action Report

S. Shepard recommended that the Curriculum Action Report be taken to the Board of Trustee twice per semester. The committee was in agreement with S. Shepard recommendation.

A discussion took place regarding student catalog rights. If changes take place that effect programs these changes should be effected the next academic year.

Programs changes that are in need of revision should be reviewed during the fall semester to be reflected in the catalog.

8.3 Spreadsheets Update

Tabled

8.4 Distance Education Forms Approval

S. Shepard informed committee that Distance Education form had an expiration date for the 2007 summer. The committee reviewed the form and recommendations were made. S. Sutherland will be incorporating the recommendations made by the committee.

8.5 Learning Resources From Approval

S. Shepard stated that this form was revised during the 2007 spring semester and needed an update on the status. M. Lourenco stated that form was approved at this level and it was the process of being take to academic senate by A. Bart for approval. S. Shepard will contact A. Bart for an update on the status of this LR form revision.

8.6 Stand Alone Course Approval

S. Shepard informed committee that information from the State System Office that approval for stand alone course is surfacing again. The Systems Office will be providing training online for faculty chairs. The faulty chairs will receive the training and once training is received they'll train others.

8.7 English/Math Requirements

S. Shepard informed committee that the English/Math requirements are in the process of being changed effective 2009-10. The requirements are going up a level. Student cannot receive an AA unless English 1A is taken with a passing grade. The same issue with the math requirements students need pass math 63 in order to graduate. As more information is received will brought to the committee for discussion. This issue will be a hot topic for the next curriculum institute that will held in San Jose in July 2008.

8.8 Routing

S. Shepard informed the committee that a routing exists and should be used. This form has places for signatures. The signatures does mean that curriculum has been approved it's a point of reference all appropriate individuals are aware this will added to the agenda for review. Curriculum will not be added to the agenda if

forms is not attached.

8.9 Form Review

S. Shepard stated that all curriculum forms should be reviewed and volunteers is needed to handle this issue. S. Sutherland volunteered to handle changes on the forms. J. Stearns stated that an email will be sent with 8 items should be placed on forms that was received from the state systems office.

9.0 Adjournment

Faculty Chair S. Shepard adjourned meeting at 11:47p.m.