

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

**February 8, 2008
10:30a.m.-12:30p.m.**

**Room B-3
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: M. Lourenco, R. Mayer, M. Magnuson, S. Shepard, K. Sowden, J. Stearns, S. Sutherland, K. Wilds

Members Absent: C. Cowden, D. Georgatos, S. Kincade, S. McGlothlin

Others Present: A. Bart

1.0 Call to Order

Faculty- Chair S. Shepard called the meeting to order at 10:40a.m.

2.0 Changes to Agenda

Add 8.3 to New Business Claremont Custody Center and 8.4 LRC Form

3.0 Approval of Minutes 12/7/07

A motion to approve the minutes from 12/7/07 was made by K. Sowden, seconded by K. Wilds; the motion passed unanimously.

4.0 Items For Second Consideration

4.1 Course Revisions

4.1.1 BUS 2 – Introductory Keyboarding

- **Course**
- **Distance Education Addendum**

Committee reviewed outlines and several recommendations were made. Textbook listed on 1st reading is different than what is listed for second reading, and readability should be longer than 300 words and advisory should be changed to ENG 110B. Committee also recommended that instructor needs to communicate with M. Magnuson/Librarian regarding if additional resources are needed to be added in the library to assure student success.

A motion to move BUS 2 to a 3rd reading was made by S. Sutherland, seconded by M. Magnuson; the motion passed unanimously.

A discussion took place regarding distance education addendum and recommendations were made.

The WPM on the course outline and distance education addendum does not much.

A motion to move Distance Education Addendum for BUS 2 to a 3rd reading was made by S. Sutherland, seconded by M. Magnuson . the motion passes unanimously.

4.1.2 BUS 3- Intermediate Keyboarding

- **Course**
- **Prerequisite**
- **Distance Education Addendum**

A motion to handle Course, Prerequisite and Distance Education Addendum as one unit was made by K. Sowden, seconded by R. Mayer the motion passed unanimously.

The committee reviewed the outline and BUS 3 has the same issues as BUS 2, the prerequisite for BUS 3 is BUS 2 but the WPM does not much what is listed on BUS 2 course outline and the distance education addendum refers to proof readers marks and course objectives does not refer to proof readers marks.

A motion to move BUS 3 to a 3rd reading was made by K. Wilds, seconded by M. Magnuson; the motion passed unanimously.

5.0 Items for First Consideration

5.1 Course Revision

5.1.1 BIO 10 – Fundamentals of Biology

- **Course Revision**
- **Distance Education**

Biology 10 was used to satisfy articulation with CSU Fresno Blended Studies Program and Teacher Education preparation, Biology 15 was created to satisfy this articulation requirement. Because of the creation of BIO 15, Bio 10 will revert back to previously approved course outline which will articulate for Area B requirements, nut not for CSU Fresno Blended Studies Program Specifically. The Distance Education has also been update.

The committee reviewed course outline and no recommendation were made.

A motion to accept the course revision for BIO 10 with minor corrections on a 1st reading was made by S. Sutherland, seconded by K. Sowden; the motion passed unanimously.

Committee reviewed Distance Education Addendum and recommended that the online should also be checked.

A motion to move the Distance Education Addendum for BIO 10 to a 2nd reading was made by K. Wilds, seconded by K. Sowden; the motion passed unanimously.

5.1.2 AOJ 29 – Crime and Delinquency

- **Five-year Review**
- **DE**

A. Bart was present at the meeting and stated that this a five-year review. The committee reviewed the outline and one minor change was recommended.

A motion to accept the five-year review for AOJ 29 on a 1st reading with minor corrections was made by K. Wilds, seconded by S. Sutherland; the motion passed unanimously.

A motion to accept the Distance Education Addendum of video conference, hybrid and 100% online for AOJ 29 on a 1st reading was made by S. Sutherland, seconded by K. Wilds; the motion passed unanimously.

5.2 New Courses

5.2.1 CD 51 – Child Development Introduction 1

- **Course**

J. Stearns stated that the next 2 new courses are the only non-transferable courses in the Child Development discipline. The goal for adding these new courses are to be linked with ESL courses as a learning community. These new courses are beginning level and are guided for students with limited English speaking skills.

The committee reviewed the outline and recommended that the advisory committee minutes should be attached and communication take place with M. Magnuson/Library regarding availability of resources in the library.

A motion to accept the new course CD 51 on a 1st reading was made by K. Sowden, seconded by S. Sutherland; the motion passed unanimously.

5.2.2 CD 52 – Child Development Introduction 2

- **Course**

Committee reviewed course outline and same recommendation was made to attach the advisory minutes to course outline.

A motion to accept the new course CD 52 on a 1st reading was made by K. Wilds, seconded by M. Magnuson; the motion passed unanimously.

5.3 Program Revision

5.3.1 AOJ Law Enforcement

A. Bart stated that this revision is to include the new elective AOJ 58.

The committee reviewed revised program and no recommendation were made.

A motion to accept the revised AOJ Law Enforcement Program on a 1st reading was made by R. Mayer, seconded by S. Sutherland the motion passed unanimously.

6.0 Consent Agenda

6.1 Textbooks

- AOJ
- CD

Committee reviewed new textbooks revisions and no concerns were brought up.

7.0 Old Business

7.1 Lemoore Curriculum Update

- CUL 55 (revision action taken 12/5/07)
- Physics 4A (revision action taken 1/23/08)
- Physics 4B (revision action taken 1/23/08)
- NURS 1 (revision action taken 1/23/08)
- Associate of Science Degree in Nursing (revision action taken 1/23/08)
- Licensed Vocational Nurse to Associate of Science Degree Nursing Bridge program (LVN to RN Bridge)
- Physics 2A (revised action taken 1/30/08)
- Physics 2B (revised action taken 1/30/08)
- Physics 4C (revised action taken 1/30/08)

M. Lourenco updated the committee on curriculum process that has taken place at the WHC Lemoore Campus.

8.0 New Business

8.1 Academic Renewal

- O. Mendoza

The committee reviewed the academic renewal submitted by student and on a motion made by R. Mayer, seconded by K. Wilds academic renewal was granted.

D. Georgatos will notify student and modifications will be made to student academic record.

8.2 WHCC Catalog Addendum

J. Stearns stated that this is an updated list of programs inventory, please review and email her any comments, concerns etc. you might have.

S. Sutherland informed the committee that J. Cazares has been communicating with him on new courses being created to be offered at the Claremont Custody Center and courses being proposed are music. The committee had a concern no full-time faculty available to develop new courses. J. Stearns stated that an adjunct-faculty (Mary Jones) is available to assist in this process.

9.0 Adjournment

Faculty Chair S. Shepard adjourned meeting at 12:40p.m.