

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

**October 12, 2007
12:00p.m. – 2:55p.m.
Room E 1
MINUTES**

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

<p>At-Large Non-Voting Members: D. Georgatos, S. Kincade, M. Lourenco</p>
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Members Present: C. Cowden, D. Georgatos, M. Lourenco, M. Magnuson, R. Mayer, S. McGlothlin, S. Shepard, K. Sowden, J. Stearns S. Sutherland

Members Absent: S. Kincade, K. Wilds

Others Present: M. Delaney

1.0 Call to Order

Faculty- Chair S. Shepard called the meeting to order at 12:09p.m.

2.0 Changes to Agenda

Add to 8.2 2+2 Preparation, 8.3 PE waivers, 8.4 Forms/Routing

3.0 Approval of Minutes 9/28/07

A motion to approve the minutes from 9/28/07 was made by S. Sutherland, seconded by R. Mayer; the motion passed with 3 abstentions by C. Cowden, S. Magnuson, and S. McGlothlin.

4.0 Items For Second Consideration

4.1 Course Revisions

4.1.1 EDUC 1 – Introduction to Teaching

- **Course**

No update submitted with the recommendations from the committee.

Tabled

4.2 New Course

4.2.1 PE 45 – Philosophy of Coaching Team Sports

- **Course**
- **DE**

K. Sowden stated that readability has been corrected, and the instructional methodologies have also been corrected. The Physical Education Program is also in the process of being revised to incorporate this course as an elective.

Tabled – course outline needs to be posted to Bb for committee to review that all recommendations have been incorporated.

S. Shepard reminded the committee that November 9, 2007 meeting is the deadline for catalog changes.

5.0 Items for First Consideration

5.1 Program Revision

5.1.1 Physical Education

- **To include PE 45 as elective credit**

Tabled

5.2 Course Revisions

5.2.1 ENG 51B – Intermediate Communication Skills

- **Five-year review**
- **Prerequisite: Successful Completion of ENG 51A or equivalent, such as placement determined by assessment test.**

S. Sutherland stated that this a five-year review.

A discussion took place regarding offering this course online – the consensus of the committee was this course will attract outside students but it would benefit our students that need the additional help after completing ENG 51A and before moving to ENG 1A. The committee recommended that this course could be beneficial to students offering the second 9 weeks.

Discussion took place whether the prerequisite should be changed to completion verses successful completion ENG 51A. S. Sutherland will take this discussion back to the English faculty for feedback.

A motion to move the five-year review for ENG 51B to a 2nd reading was made by S. Sutherland, seconded by K. Sowden; the motion passed unanimously.

Prerequisite for ENG 51B was tabled.

5.3 New Courses

5.3.1 ENG 110A – Introductory Reading & Writing

- **Course**
- **Prerequisite: Placement determined by assessment tests in reading in writing**

S. Sutherland stated that this new course combines the reading and writing. Textbooks are in the process of being selected. The committee recommended that course description is very lengthy and it should be reviewed.

A motion to move the new course of ENG 110A to a 2nd reading was made by K. Sowden, seconded by S. Sutherland; the motion passed unanimously.

A motion to approve the prerequisite of Placement determined by assessment tests in reading and writing for ENG 110A on a 1st reading was made by S. McGlothlin, seconded by S. Sutherland; the motion passed unanimously.

5.3.2 ENG 110B – Intermediate Reading & Writing

- **Course**
- **Prerequisite: Successful completion of English 110A or equivalent, such as placement determined by assessment test.**

S. Sutherland informed the committee that this new course is the new intermediate level combining reading and writing.

The committee reviewed course outline and made the same recommendations as for Eng 110A.

A motion to move the new course ENG 110B to a 2nd reading was made by J. Stearns, seconded by S. Sutherland; the motion passed unanimously.

A motion to accept the prerequisite of success completion of ENG 110A or equivalent, such as placement determined by assessment test for ENG 110B on a 1st reading was made by S. McGlothlin; the motion died for lack of a second.

Prerequisite tabled.

5.3.3 Art 3A – Introduction to 3-D Fundamentals

- **Course**

M. Delaney stated that this new course is being proposed by both campuses. This course will give the WHCL students an option to replace the Art 13A-D Ceramics not offered. The Art program revision is process of being revised to incorporate the new course being proposed today.

A discussion regarding the materials fees took place. Material fees can be applied to courses when materials can be of value to the student outside the classroom.

Committee reviewed new course and recommendation were made.

A motion to move the new course of Art 3A to a 2nd reading was made by S. McGlothlin, seconded by M. Delaney; the motion passed unanimously.

5.3.4 Art 20A – Introduction to Digital Media

- **Course**

M. Delaney stated that again this course is being proposed by campuses.

M. Lourenco brought to the committee attention that a similar course already exist in the CIS discipline (CIS 20).

The committee reviewed the new course outline for Art 20A and recommendations were made.

A motion to move the new course Art 20A to a 2nd reading was made by S. Sutherland, seconded by C. Cowden; the motion passed unanimously.

5.3.5 AOJ 60.4 – Security Guard Academy

- **Course (exp)**

J. Stearns stated that this new exp. Course is to replace the existing 60.3 course that already exist. This course outline reflects the unit value change.

The committee reviewed outline and recommended that if this course is in demand by the industry it should come back as a permanent course.

J. Stearns tabled AOJ 60.4.

6.0 Consent Agenda

None

7.0 Old Business

7.1 Tracking Sheets

S. Shepard informed committee again that the deadline for catalog changed is 11/9/07.

7.2 Lemoore Curriculum Update

- Art 12 – Ceramics (in-activation 9/26/07)
- ART 13C – Basic Ceramic Studio (in-activation 9/26/07)
- ART 13D – Intermediate Ceramic Design Studio (in-activation 9/26/07)
- BUS 39 – Quantitative Analysis (new course 9/19/07)
- CD 15XY – Occupational Work Experience(deletion 9/19/07)
- EA 31 – Introduction to Teaching (deletion 9/19/07)
- EA 55 – General Tutoring (five-year review 9/26/07)
- NC 100 Supervised Tutoring (five-year review 9/19/07)
- PHYSICS 4A – Classical Mechanics (five-year review 9/19/07)
- PHYSICS 4B – Electricity, Magnetism, and Waves (five-year review 10/3/07)
- Office Management and Technologies (program revision 9/19/07)

S. Shepard informed the committee that list of courses above is to keep you informed of the curriculum activity taking place district wide.

8.0 New Business

8.1 Experimental Course

J. Stearns stated that she had researched whether experimental course needed board approval. Curriculum Handbook was reviewed and a handout was distributed and Board Approval is not in the approval process of experimental courses.

J. Stearns stated that AOJ 60.3 will brought back for approval with a non-transferable number as an ongoing course.

M. Lourenco stated that AOJ 60.3 was brought to curriculum on a short form on 9/14/07 and approved. As the above discussion states that board approval is not needed, this course can be scheduled this semester. M. Lourenco asked that J. Stearns to send her an email to schedule AOJ 60.3 with unit revision to the Fall 2007 schedule.

8.2 2+2 Statewide Consortium for Kings/Tulare Counties

S. McGlothlin stated that she attended the a 2+2 Articulation meeting in Visalia, and the representatives from WHCC felt that they will attend the Fresno County 2+2 Statewide Consortium meeting will be more beneficial for WHCC.

8.3 Waive PE Requirements for NDC Student

- Sandra Pacheco
- Estevan Flores

Committee recommended that offerings for physical education should be offered at the NDC to meet the student need.

J. Stearns stated that PE courses have been and are scheduled at NDC.

A motion to waive the PE requirement for Sandra Pacheco, and Estevan Flores was made by C. Cowden, seconded by S. McGlothlin; the motion passed with one abstention by J. Stearns.

8.4 Forms/Routing

S. Shepard stated that curriculum that has gone to the TRC process but form not attached – changes made on outline are very difficult to follow. S. Shepard also stated that she made changes to the routing form to incorporate a check point whether the course packet has gone the TRC process.

The committee reviewed the form – no recommendations were made.

9.0 Adjournment

Faculty Chair S. Shepard adjourned meeting at 2:55p.m.

