

**LAS POSITAS COLLEGE**  
**Curriculum Committee**  
**March 10, 2014**  
*Draft Minutes*

**Faculty/Voting Members Present:**

Angela Amaya ( Library)  
Joel Gagnon (Counseling)  
LaVaughn Hart (Chair, Faculty, Non-voting)  
Elizabeth Hopkins (BSBA)  
Craig Kutil (STEMPS)  
Marina Lira (Articulation Officer)  
Marty Nash (ALSS)

**Faculty/Voting Members Absent:**

Lisa Weaver (BSBA)

ASLPC 2013 – 14 Representative:

Eric Bolin  
Brenton Arndt

**Non-Voting/Ex. Off. Members Present:**

Lisa Everett  
Andrea Migliaccio  
Dyan Miller  
Janice Noble  
Carolyn Scott

**Non-Voting/Ex. Off. Members Absent:**

John Armstrong  
Justin Garoupa  
Diana Rodriguez

**Guests:**

Kristy Woods  
Mark Tarte  
Jim Ott

1. **CALL TO ORDER:** Ms. Hart called the meeting to order at 2:35 p.m.
2. **Review/Approval of Minutes:** Mr. Gagnon motioned and Mr. Nash seconded to approve meeting minutes of the February 24, 2014 with a clarification per Ms. Hart regarding item 7. (unanimous)
3. **Public Comments** (This time is reserved for members of the public to address the Curriculum Committee. Please limit comments to three minutes. In accordance with the Brown Act, the Curriculum Committee cannot act on these items.)

None

4. **Curriculum Proposals/Presentations – All proposals are on CurricUNET**

- **AJ 55 (Intro to Correctional Science, 3 units, 3 unit lecture)** – Course Modification: O, 1X, CSU. (Start date: Spring 2015)  
Presented by Mark Tarte: Update to meet C-ID requirements
- **KIN WTW2 (Women’s Circuit Training, 1 unit, 1 unit lab)** – New Course Proposal: O, 1X, LPC-GE, CSU, UC. Strongly recommended: KIN WTW with a minimum grade of C. (Start Date: Spring 2015)  
Work still not completed: transferability issues (LPC GE, UC) and grading option.  
Tabled again until next meeting.

Course Deactivations

- AUTO 70B (Enhanced Clean Air Car Course, 1.5 units, 1 unit lecture, 0.5 unit lab)
- AUTO 71A (Auto Electrical/Electronic Sys, 1.5 units, 1 unit lecture, 0.5 unit lab)

- AUTO 71B (Engine Performance Systems, 1.5 units, 1 unit lecture, 0.5 unit lab)
  - AUTO 71C (Advanced Engine Performance, 2 units, 1.5 unit lecture, 0.5 unit lab)
  - PHT 29 (Ind Study—Pharmacy Technology, 0.5 – 2.0 variable units)
  - PHT 50 (Pharm Tec Training I – Intro, 6 units, 3 unit lecture, 3 unit lab)
  - PHT 51 (Advanced Pharmacy Operations, 6 units, 3 unit lecture, 3 unit lab)
  - PHT 52 (Pharmacology for Pharm Tec I, 6 units, 3 unit lecture, 3 unit lab)
  - PHT 53 (Pharmacology for Phar Tec II, 6 units, 3 unit lecture, 3 unit lab)
  - PHT 54 (Pharm Tech Clinical Practice, 4.5 units, 4.5 unit lab)
  - SURG 50 (Basic/BioMedical Sci-Surg Tech, 7 units, 4 unit lecture, 3 unit lab)
  - SURG 51 (Surgical Patient Care Concepts, 12 units, 6 unit lecture, 6 unit lab)
  - SURG 52 (Surgical Specialties, 6 units, 6 unit lecture)
  - SURG 53 (Clinical Practice – Surg Tech, 11 units, 11 unit lab)
- Dean Everett presenting: Deactivating all PHT and SURG credit courses; deactivating AUTO courses that have not been used in a while.

#### Program Deactivation

- Certificate of Achievement – Automotive Service Technician (not in CurricUNET)
  - Certificate of Achievement – Surgical Technology (not in CurricUNET)
  - Certificate of Achievement – Pharmacy Technology (not in CurricUNET)
  - AA--Surgical Technology (not in CurricUNET)
- Ms. Hart: These programs are being deactivated as the courses will no longer be offered for credit as stated in our last meeting.

#### 5. Review/Vote

- **KIN 29 (Independent Study, 0.5 – 2.0 variable units)** – Course Modification (formerly PE 29): G, 1X, CSU, UC. (Start date: Fall 2014)  
MSC: Hopkins/Gagnon to approve outline (unanimous)  
MSC: Hopkins/Gagnon to approve transfer (unanimous)

#### 6. Vice President's Report: Dr. Janice Noble (none)

Dr. Noble congratulated those who worked on the Anthropology and History transfer degrees that were recently approved. She will be sending a letter to ACCJC for substantive change to let them know. She and LaVaughn Hart have crafted a letter to the State Chancellor's Office regarding our ADT progress. The letter will be sent with the revised form that Ms. Hart presented at last meeting showing what we've already accomplished and what we still have to do by Fall 2014. Dr. Noble thanked LaVaughn Hart and Carolyn Scott, and those that came to the ADT workshop today. It went well. Those who were able to attend walked away with valuable information. Copies of the Program and Course Approval Handbook (PCAH) were made available. We might have another workshop at a different time, different day.

#### 7. Chair's Report: Ms. Hart

Ms. Hart stated that Ms. Lira has provided a list of courses that have been C-ID approved. She will give the list to Ms. Scott to place on the curriculum page as well as Blackboard. The public side of the C-ID website does not show approvals in progress, so you would still need

to contact Ms. Lira to see what is pending. Ms. Lira will also provide a list of what she has submitted but has not yet been approved.

At the ADT workshop today we decided to make a template for the narrative and the information that we used to complete on the form 501. The State still requires this information along with the narrative and TMC when submitting proposals for a program.

There is a regional curriculum meeting this Saturday, March 15 at Diablo Valley College that Ms. Hart is attending. Others who would like to attend are invited. Also Ms. Hart will be attending the statewide Curriculum Institute in mid-July. Anyone thinking about becoming the next curriculum chair might consider attending.

Catalog – most edits are in; it should be ready by month's end.

**8. Articulation Officer's Report:** Marina Lira

Ms. Lira stated that the STEM IGETC is approved for Chemistry only. It has been proposed for Nursing, Biology, and Engineering but not yet approved.

**9. Accreditation Standards**

Ms. Hart stated that Library has taken one standard off our plate. She has updated/revised the spreadsheet and posted it on Blackboard. Also posted is Orange Coast College's standard II that you can use as an example.

The committee continued accreditation work and discussion.

**10. Good of the Order:** none

**11. Adjournment:** 4:30 p.m.

**12. Next meeting:** March 24, 2014; 2:30 p.m., Room 804