AGENDA

1. Agenda Approval
   Motion to approve Agenda; S. Hammond, Second: T. Day, Approval: Unanimous

2. Approval of Minutes
   A. March 4, 2013
   Motion to approve Minutes; R. White, Second: S. Hammond, Approval: Unanimous with 3 abstentions: T. Day, S. Bartlett, D. Danielson

3. Consent Agenda
   A. Course Modifications
      1. ENGL 118 – Accelerated Composition Workshop, I and II
      2. ENGL 119 – Composition workshop II
      3. ENGL 217 – Basic Writing Skills
      4. ENGL 219 – Composition Workshop I
      5. READ 126 – College Study Skills
   B. Distance Education
      1. ENGL 219 – Composition Workshop I
         Hybrid modality (50/50)
         Motion to approve modality (50/50)

3. Pending Business
   A. Minor Course Modifications
      1. ACCT 20 – Introduction to Accounting
         Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;
deletion of disciplines “Banking and Finance,” “Business,” “Management” and “Office Technologies”; Effective Term: Fall 2013

2. ACCT 100 – QuickBooks Pro-Computerized Accounting
Changes in recommended prep, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Deletion of discipline “Banking and Finance;” Effective Term: Fall 2013

3. ACCT 105 – Income Tax Preparation
Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Deletion of disciplines “Banking and Finance” and “Office Technologies;” Effective Term: Fall 2013

4. ACCT 110 – Accounting for Payroll
Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; deletion of disciplines “Banking and Finance” and “Office Technologies;” Effective Term: Fall 2013

5. ACCT 128 – Bookkeeping
Changes in objectives, unit titles, methods of instruction, methods of evaluation and examples of assignments; Effective Term: Fall 2013

Donna Weaver and Patrick Christensen represented Accounting
- Minor updates have been made per curriculum review
- Motion to vote on ACCT courses as a block; J. Cripe, Second: S. Sloan; Approval: Unanimous
- Motion to place on consent; J. Cripe, Second: J. Dahlgren, Approval: Unanimous

6. BUS 25 – Small Business Management
Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; Effective Term: Fall 2013

7. BUS 35 – Management and Human Relations
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

8. BUS 40 – Organization Management
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

9. BUS 44 – Human Resource Management
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

10. BUS 50 – Sales in Today’s World
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

11. BUS 60 – Introduction to Advertising
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

12. BUS 62 – Personal Finance
Addition of recommended prep; Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

13. BUS 64 – Principles of Marketing
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

14. BUS 66 – Retail Management
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013
15. **BUS 68 – Business on the Internet**  
Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; *Effective Term: Fall 2013*  
Donna Weaver and Patrick Christensen represented Business  
- Minor updates have been made per curriculum review  
- Motion to vote on BUS courses as a block; J. Cripe, Second: R. White; Approval: Unanimous  
- Motion to place on consent; J. Cripe, Second: M. Latham, Approval: Unanimous

16. **ECON 20 – Economic History of the U.S.**  
Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

17. **ECON 25 – Introduction to Economics**  
Changes in recommended prep, catalog description, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*  
Andy Radler represented ECON 25  
- This course has been updated for curriculum review and technical corrections  
- Committee Suggestions:  
  - Change objective A to “Explain the concept of opportunity cost using the standard economic statement “There is no such thing as a free lunch”  
  - Writing assignment 1: add 2-3 page essay; change “which” to “that;” change semicolon to colon after “equilibrium”  
  - Writing assignment 1: add 2-3 page essay  
- Motion to place on consent pending changes; D. Welton, Second: S. Sloan, Approval: Unanimous

18. **ECON 35 – Introduction to Environmental Economics**  
Changes in unit titles, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*  
Steve Price represented ECON 20 and ECON 35  
- The size of the writing assignments have been shortened  
- Committee Suggestions:  
  - ECON 20  
  - Out of Class Assignment 1: Take out everything after quiz  
  - Reading Assignment 2: Take out everything after quiz  
- Motion to vote on ECON 20 and 35 as a block; J. Dahlgren, Second: D. Danielson, Approval: Unanimous  
- Motion to place on consent; D. Danielson, Second: S. Hammond, Approval: Unanimous

19. **RLS 20 – Real Estate Principles**  
Addition of recommended prep; changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

20. **RLS 25 – Real Estate Practices**  
Addition of prerequisite; deletion of recommended prep; change in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

21. **RLS 35 – Real Estate Appraisal**  
Addition of recommended prep; changes in catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

22. **RLS 40 – Real Estate Finance**  
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*
23. **RLS 45 – Read Estate Economics**  
Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

24. **RLS 50 – Escrow Procedures**  
Addition of prerequisite; changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

25. **RLS 55 – Property Management**  
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

26. **RLS 60 – Real Estate Mortgage Brokerage**  
Addition of prerequisite; deletion of recommended prep; changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

Donna Weaver represented Real Estate
- The real estate courses are minor mods but have significant enhancements, thanks to the two part-time real estate faculty who helped write these courses
- Motion to vote on all RLS courses as a block; S. Hammond, Second: D. Danielson, Approval: Unanimous
- Motion to place on consent; S. Hammond, Second: J. White, Approval: Unanimous

5. **New Business**

A. **New Courses**

1. **BCIS 31 – Business Presentation Software** *(1 Unit)*  
Sandy Sloan represented BCIS 31
- This course replaces BCIS 29 - PowerPoint
- Integrating the computer application courses with what the students will be doing in the real world
- Students will learn how to use PowerPoint, but also creating and delivering business presentations, mainly with PowerPoint, but also other applications
- Committee suggestion:  
  - Both Out of Class Assignments: Take off everything after “presentation”
- Motion to vote on BCIS 31 and 33 as a block, J. White, Second: S. Hammond, Approval: Unanimous with one abstention: D. Danielson
- Motion to place on consent pending changes; J. White, Second: S. Hammond, Approval: Unanimous

2. **BCIS 33 – Skills for the Working Professional** *(1 Unit)*  
Connie Petlack represented BCIS 33
- This course will replace 70 C, D, E, F
- The one course structure allows for continuity between the topics in the old 4-course structure
- Committee Suggestions:
  - Writing Assignment 1 and 2: Add “1-2 page paper”
  - Out of Class Assignment 1: Add “Write a 3-5 page evaluation paper…”
  - Out of Class Assignment 2: Change last sentence to: “Be prepared to share your groups observations with the class”
B. Major Course Modifications

1. **AJ 4 – Criminal Law (C-ID: AJ 120)**
   
   Title change (was “Criminal Law I”); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 55 to 64); **Effective Term: Fall 2013**
   
   Mike Maloney represented AJ 4
   
   - Historically we have offered Criminal Law I (AJ-4) and Criminal Law II (AJ-5). The C-ID model, and industry wide, the movement is toward a single consolidated course. This course will now cover both constitutional and basic defenses to crime under law.
   - Committee suggestion:
     - Out of Class Assignment 2: add “3-5 page essay summarizing each”
   - Motion to waive the two meeting approval process for AJ 4 and approve pending changes, J. Cripe, Second: S. Sloan, Approval: Unanimous

2. **BCIS 46 – Electronic Calculator (Ten-Key)**
   
   Change in units (from 1-2 to 2 units); change in hours (from 17-34 lec/8.5-17 lab to 34 lec/17 lab); deletion of open entry/open exit; change in repeats (from unlimited to 2 units to Not repeatable); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Summer/Fall 2013**

3. **BCIS 70K – Adobe Acrobat Professional**
   
   Change in hours and instructional method (from 17 lec to 12.75 lec/12.75 lab); changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

4. **BCIS 70L – Introduction to Microsoft Outlook**
   
   Change in hours and instructional method (from 17 lec to 12.75 lec/12.75 lab); changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

   Sandy Sloan represented BCIS 46 and BCIS 70K
   
   - BCIS 46 is being changed to a fixed unit course, which will better serve students for retention skills, as students do a lot of business math
   - BCIS 70L covers the same amount of material in features but with added lab will have more time to cover other material needed in the workplace
   - Committee suggestion:
     - Out of Class assignment 1: Change to “to the email address provided by the instructor with the Subject Line “Configure an E-mail Account””

   Doreen Thompson represented BCIS 70K
   
   - This course will remain 1 unit, with added lab
   - The methods have been further developed and specific book listed
   - Committee suggestions:
     - Both Reading Assignments: Add “Be prepared to apply your knowledge in the completion of course projects”
     - Out of Class Assignment 1: Change to “Save, preview, and submit the file to the instructor”

Motion to vote on BCIS 46, 70K, 70L as a block; S. Hammond, Second: J. White, Approval: Unanimous

Motion to waive the two meeting approval process and approve pending changes; S. Hammond, Second: D. Welton, Approval: Unanimous
C. Minor Course Modifications

1. **AJ 1 – Criminology**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 55 to 64); **Effective Term: Fall 2013**

2. **AJ 2 – Administration of Justice (C-ID: AJ 110)**
   Changes in catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

3. **AJ 3 – Legal Research**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 24 to 30); **Effective Term: Fall 2013**

   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

5. **AJ 8 – Criminal Investigation (C-ID: AJ 140)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

7. **AJ 11 – Criminal Procedure (C-ID: AJ 122)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

8. **AJ 13 – Organized Crime/Gangs**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 100 to 64); **Effective Term: Fall 2013**

9. **AJ 14 – Community Oriented Policing**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 60 to 64); **Effective Term: Fall 2013**

Mike Maloney represented Administration of Justice

- Many of the AJ courses are C-ID aligned
- All courses are increasing the ped cap to 64, except AJ 3
- Committee Suggestions:
  - Assignments – on all AJ courses switch writing assignments with out of class assignments where the out of class assignment is a more rigorous writing assignment
  - AJ 10: Switch Writing Assignment 1 with Out of Class Assignment 1
  - AJ 13: Switch Writing Assignment 1 with Out of Class Assignment 1
  - AJ 14: Switch Writing Assignment 1 with Out of Class Assignment 1 and change “2500 word written outline” to “2500 word paper”
  - AJ 2: Both Out of Class assignments: add “Be prepared to discuss what you’ve learned in class”
  - Writing Assignment 2: change to “Research careers in a law enforcement agency and submit a 2500 page paper on that agency’s purpose, role in the community, and structure.”
  - AJ 3: Catalog Description: Take off “on-line”
- Motion to vote on all AJ courses as a block, except AJ 4; J. Cripe, Second: S. Hammond, Approval: Unanimous
- Motion to place on consent pending changes; J. Cripe, Second: R. White, Approval: Unanimous
10. **MATH 12 – Mathematics for Business Decisions (Finite Mathematics) (C-ID: MATH 130)**
    Changes in catalog description, objectives, unit titles and examples of assignments; **Effective Term: Fall 2013**

11. **MATH 13 – Survey of Calculus (C-ID: MATH 140)**
    Changes in catalog description, objectives, unit titles and examples of assignments; **Effective Term: Fall 2013**

12. **MATH 18 – Introduction to Statistics (C-ID: MATH 110)**
    Changes in catalog description, objectives and unit titles; **Effective Term: Fall 2013**
    - Motion to waive the two meeting approval process; D. Danielson, Second: S. Sloan, Approval: Unanimous
    - Motion to approve; J. White, Second: J. Dahlgren, Approval: Unanimous

13. **MATH 30 – Analytic Geometry and Calculus I (C-ID: MATH 210)**
    Changes in catalog description, objectives, unit titles and examples of assignments; **Effective Term: Fall 2013**
    This course was placed on Pending Business until the units of the course can be addressed

14. **MATH 31 – Analytic Geometry and Calculus II (C-ID: MATH 220)**
    Changes in catalog description, objectives and unit titles; **Effective Term: Fall 2013**

15. **MATH 32 – Analytic Geometry and Calculus III (C-ID: MATH 230)**
    Changes in catalog description, objectives and unit titles; **Effective Term: Fall 2013**
    - Committee suggestions:
      - Objective I: Change “Computer” to “Compute”
      - Writing Assignment 1: add “or not” after “whether”
      - Out of Class 2: change end of sentence to “… and be prepared to share how with the class how calculus is applied in this field.”

16. **MATH 40 – Differential Equations (C-ID: MATH 240)**
    Changes in catalog description, objectives and unit titles; **Effective Term: Fall 2013**
    - Committee suggestion:
      - Change prerequisite to MATH 31 (if Math Department agrees) to align with C-ID prerequisite

17. **MATH 42 – Linear Algebra (C-ID: MATH 250)**
    Changes in catalog description, objectives and unit titles; **Effective Term: Fall 2013**
    - Motion to vote on MATH 12, 13, 31, 32, 40, 42 as a block; J. White, Second: R. White; Approval: Unanimous
    - Motion to place on consent; J. Cripe, Second: C. Rigsbee; Approval: Unanimous

D. **Course Deletions (Information Only) Effective Term; End Spring 2013**
1. **BCIS 29 – Introduction to PowerPoint**
2. **BCIS 188J – Microsoft Word Module II**
3. **BCIS 195 – Advanced Career Development-BCIS**
The committee endorsed the deletion of these courses

E. **Program Change**
1. **AS-T in Administration of Justice**
   List A: Replace AJ 1 with AJ 2; List C: Add AJ 14
   **Effective Term: Fall 2013**
   Mike Maloney represented Administration of Justice
   - Replacing AJ 1 with AJ 2, as it aligns better with the C-ID
   - Moving AJ 14 from core to electives based on the fact that it is already transfer approved for Chico State
   - Motion to place on consent; R. White, Second: S. Sloan, Approval: Unanimous

6. **Miscellaneous Agenda Items**
   A. Next Meeting – April 1, 2013
   B. Motion to adjourn: J. Cripe, Second: S. Sloan, Approval: Unanimous