Curriculum Committee
MINUTES
October 29, 2012

Members Present
Boyd Trolinger, Chairperson
Rudy Flores, Dean
David Danielson, Dean
Stacey Bartlett, Academic Senate
Dr. Sandy Sloan, Business Computer Info Systems
Dr. Leslie Henson, English
Tina Day, Associate Faculty, Language Education
Tamsen Herrick, Mathematics
Dr. Samia Yaqub, VP Student Learning
Dr. Jo Anne Cripe, Life Management
John Dahlgren, Drafting
Elaine Hegeman, Student
Steve Hammond, Counseling
Jennifer White, Associate Faculty, English
Susan Carey, Articulation Officer
Mark Latham, Music

Members Absent
Dave Welton, Associate Faculty, Radio-TV-Film
Morgan Brynnan, Library
Dr. Robert White, Physics

Guests Present
Mario Vela, Physical Education/Kinesiology
Laurel Hartley, Sociology
Marshal Haslem, Fire Science
Connie Petlack, BCIS
Mike Maloney, Director, Public Safety Education & Training

AGENDA

1. Agenda Approval
   KIN 41 was pulled from Consent and placed on Pending Business per Mario Vela.
   Motion to approve Agenda; S. Hammond, Second: J. Dahlgren, Approval: Unanimous

2. Approval of Minutes
   A. October 22, 2012
   Motion to approve Minutes; S. Hammond, Second: J. White, Approval: Unanimous with the following abstentions: S. Bartlett, D. Danielson, J. Cripe

3. Consent Agenda
   A. Course Modifications
      1. ART 2 – Art History Survey I
      2. ART 4 – Art History Survey II
      3. ART 50 – Beginning Ceramics
      4. KIN 2 – Introduction to Coaching
      5. KIN 9 – Introduction to Personal Fitness Training
      6. KIN 10 – Personal Fitness Training Practicum
      7. KIN 29 – Body Sculpting
      8. KIN 36 – Gentle Aerobics and Movement
      9. KIN 40 – Jazz Dance
     10. KIN 41 – Gentle Yoga
     11. KIN 47 – Stress Management Techniques and Exercise
     12. KIN 48 – Stretching for Life
     13. KIN 52 – Walking for Fitness
     15. KIN 54 – Aquatics
     16. KIN 55 – Lifeguard Training
17. KIN 57 – Archery
18. KIN 60 – Bowling
19. KIN 61 – Golf
20. KIN 62 – Tennis
21. KIN 63 – Track and Field
22. KIN 65 – Soccer
23. KIN 67 – Non-Contact Football
24. KIN 75 – Jujitsu
25. KIN 76 – Aikido
26. KIN 77 – Karate
27. KIN 78 – Taekwondo
28. KIN 93 – Pep Activities

Motion to approve Consent Agenda with the exception of KIN 41; J. White, Second: S. Hammond, Approval: Unanimous

4. **Pending Business**
   A. **Course Modifications**
   1. **ANTH 4 – Cultural Anthropology**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   2. **ANTH 13 – Magic, Witchcraft and Religion**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   3. **ANTH 14 – Language and Culture**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   4. **ANTH 16 – Archeology and Ancient Societies**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   5. **ANTH 18 – World Cultures**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   6. **ANTH 32 – Native Americans**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   7. **ANTH 33 – Ancient Mesoamerica**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   8. **ANTH 34 – Native Americans Today**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   9. **POS 2 – United States Government**
      Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   10. **POS 3 – Comparative Politics**
       Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   11. **POS 12 – California State and Local Government**
       Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
   12. **POS 14 – Politics of Third World Nations**
       Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*
13. **POS 16 – Vital Political Problems**
Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*

14. **POS 18 – International Relations**
Changes in examples of assignments and materials of instruction; change in pedagogical cap (from 45 to 35); *Effective Term: Spring 2013*

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**New Business**

A. **New Course** (*Effective Term: Fall 2013*)

1. **SOC 20 – Introduction to Race and Ethnicity** ([C-ID: SOCI 150](#)) (3 Units); *(See General Education)*

   Laurel Hartley represented Sociology
   
   - This course is part of the AA-T in Sociology and will replace SOC 30 after General Education is approved
   - Objective #9:
     - The recommendation by technical review was to change this statement to “Recognize and analyze instances where environmental concerns disproportionately impact minorities and other populations”
     - There is a concern when it comes to issues where we talk about discrimination and prejudice as this is a class that deals with both of these elements
     - If we as educators fall folly to political correctness we are not doing anyone any favors
     - Why are we trying to work around environmental discrimination?
     - S. Carey: Our recommendation had nothing to do with political correctness. It had to do with the fact that environmental discrimination is not a well-known phrase, one that we asked be better defined
     - L. Hartley: When there is discrimination present that affects a specific population such as putting nuclear waste near Indian reservations
     - J. Cripe: Is there a way to spell it out so others will be able to understand it?
     - M. Maloney (guest) suggested: “Recognize and analyze instances of environmental discrimination, that is where environmental impacts disproportionately affect minority racial and ethnic populations”
     - L. Hartley: Perfect
   - S. Hammond: Suggest adding Recommended Prep: Reading Level III; English Level IV, since this is a transfer course
   - Unit titles:
     - J. Cripe: do you want to use “racism” instead of “race” since that is in the C-ID?
     - L. Hartley: “isms” were created by the media 12-15 years ago. Ism’s speak to biological traits not definitions
     - Change Unit 1 to “Historical Overview: Definitions of Race, Ethnicity, Prejudice and discrimination”
     - Change Unit 2 to “Theories of Race and Ethnicity: Biology and Socio-Cultural Construction”
     - Rewrite Unit 3 as a statement not a question: “Evaluating Perspectives on Power Relations in the Collection and Analysis of Research Data”
   - Assignments:
     - Change Writing 1 to “Research the differences between the concepts 'prejudice' and 'discrimination'. In a short essay purpose solutions to both social phenomena.”
     - Change Writing 2 to “Explain what 'environmental discrimination' is, providing at least two examples within an essay. Be prepared to discuss your examples in class.”
   - Textbooks:
B. General Education

1. **SOC 20 – Introduction to Race and Ethnicity**
   Request for UC Transferability
   IGETC 4J; CSU D0; Butte B
   - S. Carey: This course could fit under CSU D3-Ethnic Studies
   - S. Hammond: SOC 30 is in CSU D0-Sociology and Criminology
   - L. Hartley: Prefer to place in CSU D0 for now with possible move to D3 later

Motion to place on Consent Agenda; S. Hammond, Second: J. White, Approval: Unanimous

C. Major Course Modifications

1. **FSC 112 – First Responder Awareness**
   Change in course number (was FSC 201A); changes in catalog description, unit titles and examples of assignments; change in TOP code (from 030300-Environmental Technology to 213300-Fire Technology); change in SAM code (from B to C); removal of discipline “Administration of Justice”; **Effective Term: Fall 2013**

2. **FSC 113 – Confined Space Rescue Awareness**
   Change in course number (was FSC 201D); changes in catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; change in TOP code (from 030300-Environmental Technology to 213300-Fire Technology); change in SAM code (from B to C); removal of disciplines “Administration of Justice” and “Environmental Technologies”; **Effective Term: Fall 2013**

3. **FSC 114 – Vehicle Extrication Awareness**
   Change in course number (was FSC 203E); change in title (was “Vehicle Extrication”); change in units (from 0.3-0.6 to 0.5 units); changes in catalog description, repeats, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; change in TOP code (from 213350-Fire Academy to 213300-Fire Technology); **Effective Term: Fall 2013**

4. **FSC 115 – Rescue Awareness and Operations**
   Change in course number (was FSC 203N); change in hours and instructional method (from 4 lecture/4 lab to 8 lecture); changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; change in TOP code (from 213350-Fire Academy to 213300-Fire Technology); **Effective Term: Fall 2013**

5. **FSC 116 – Medical Incident Command**
   Change in course number (was FSC 203O); change in hours and instructional method (from 3 lecture/1 lab to 4 lecture); change in grading option (from “Graded only” to “Pass/No Pass only”); changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; change in TOP code (from 213350-Fire Academy to 213300-Fire Technology); **Effective Term: Fall 2013**

Marshall Haslem and Mike Maloney represented Fire Science
- These five courses are part of the Paramedic Programs and are being switched over to 100 level courses so they can be “degree applicable”
- They have been updated for current terminology and compliance
- B. Trolinger: We did some alignment of the disciplines and TOP codes
- M. Maloney: This curriculum meets Fire Marshall standards

Motion to vote on all FSC courses as a block along with program items 1 and 2; J. Cripe, Second: S. Carey, Approval: Unanimous
Motion to place all FSC courses on Consent Agenda; S. Hammond, Second: S. Carey, Approval: Unanimous

6. **KIN 3 – Elementary School Physical Education**
   Change in subject (was PE 3); 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. **KIN 6 – Sports Fitness and Nutrition**
   Change in subject (was PE 6); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in TOP code (from 083500-Physical Education to 127000-Kinesiology);  
   **Effective Term: Fall 2013**

8. **KIN 25 – Olympic Weightlifting**
   Change in subject and number (was PE 50); change in units (from 0.5-1.75 to 1.5); change in hours (from 6-17 Lec/11-34 Lab to 17 Lec/34 lab); change in repeats (from Repeat 3 times 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: Fall 2013**

9. **KIN 46 – Tai Chi Chuan**
   Change in subject and number (was PE 86); change in units (from 0.5-1.75 to 1.5); change in hours (from 6-17 Lec/11-34 Lab to 17 Lec/34 lab); change in repeats (from Repeat 3 times 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: Fall 2013**

10. **KIN 64 – Baseball**
    Change in subject and number (was PE 34); change in units (from 0.5-1.75 to 1.5); change in hours (from 6-17 Lec/11-34 Lab to 17 Lec/34 lab); change in repeats (from Repeat 3 times 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: Fall 2013**

11. **KIN 80 – Varsity Baseball**
    Change in subject and number (was PE 66); addition of Limitation of Enrollment; changes in objectives, unit titles, methods of instruction, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

12. **KIN 81 – Varsity Basketball**
    Change in subject and number (was PE 64); change in title (was “Varsity Men’s Basketball”); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

13. **KIN 82 – Varsity Cross Country**
    Change in subject and number (was PE 61); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

14. **KIN 83 – Varsity Football**
    Change in subject and number (was PE 60); addition of Limitation of Enrollment; changes in catalog description, objectives, methods of instruction and materials of instruction;  
    **Effective Term: Fall 2013**

15. **KIN 84 – Varsity Golf**
    Change in subject and number (was PE 67); change in title (was “Varsity Men’s Golf”); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**
16. **KIN 85 – Varsity Soccer**
   Change in subject and number (was PE 62); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

17. **KIN 86 – Varsity Softball**
   Change in subject and number (was PE 70); change in title (was “Varsity Softball-Women”); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

18. **KIN 87 – Varsity Track and Field**
   Change in subject and number (was PE 69); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction and materials of instruction; **Effective Term: Fall 2013**

19. **KIN 88 – Varsity Volleyball**
   Change in subject and number (was PE 63); addition of Limitation of Enrollment; changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

   Mario Vela represented Physical Education/Kinesiology
   - Physical Education is changing name to Kinesiology
   - Renumbered all curriculum by content

   Motion to vote on all KIN courses as a block and place on Consent Agenda; J. Dahlgren, Second: J. White, Approval: Unanimous
   - Change all varsity sport course descriptions to “This course is designed for students who meet the criteria to compete in intercollegiate ‘sport’.”

   Motion to place all KIN courses on Consent Agenda pending changes; J. Cripe, Second: S. Hammond, Approval: Unanimous

20. **RTVF 40 – Digital Video Production**
    Deletion of cross-listing (MSP 40); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

21. **RTVF 55 – Music Video Production**
    Deletion of cross-listing (MSP 55); change in hours (from 25.5 lecture/76.5 lab to 34 lecture/51 lab); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

D. Minor Course Modifications

1. **BCIS/BUS 13 – Business Communication**
   Change in recommended prep (From English Level III to English Level IV); Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; change in pedagogical cap (from 40 to 30); **Effective Term: Spring 2013**

   Connie Petlack represented Business Computer Information Systems
   - The pedagogical cap needs to be reduced because this is a writing course and 40 is too many
   - Motion to separate the ped cap discussion from the course mod; S. Carey, Second: L. Henson, Approval: Unanimous

   Objectives:
   - 8: Change “v” to “vs.”
   - 11: Change “Access” to “Assess”
   - 12: Change to “Evaluate the differences between…”

   Assignments
Reading 1: change to “Read and discuss with your team the document "Defining Student Professionalism" by Roger Eakins. Using the information from this article and from your textbook, collaborate with your team to create a document titled BCIS 13 Code of Ethics.”

Writing 2: “situation” is misspelled

Motion to place on Consent Agenda pending changes; S. Hammond, Second: S. Bartlett, Approval: Unanimous

2. **CSCI 60 – Microsoft Workstation Configuration**
   Changes in recommended prep, catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; addition of disciplines “Computer Service Technology” and “Computer Information Systems”; **Effective Term: Spring 2013**

3. **CSCI 61 – Microsoft Applications Server**
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; addition of disciplines “Computer Service Technology” and “Computer Information Systems”; **Effective Term: Spring 2013**

4. **CSCI 62 – Windows Network Infrastructure**
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; addition of disciplines “Computer Service Technology” and “Computer Information Systems”; **Effective Term: Spring 2013**

5. **CSCI 65 – SQL Database Administration**
   Changes in recommended prep, catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; removal of discipline “Electronic Technology”; **Effective Term: Spring 2013**

6. **CSCI 68 – Microsoft Active Directory Enterprise Administration**
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; removal of discipline “Electronic Technology”; **Effective Term: Spring 2013**

Boyd Trolinger represented Computer Science
- These are the Microsoft Tech Courses
- Disciplines have been aligned for appropriateness
- Cleaned up the outlines so they are not software version specific

Motion to vote on all CSCI courses as a block; J. Cripe, Second: S. Hammond, Approval: Unanimous

Motion to place on Consent Agenda; S. Carey, Second: S. Bartlett, Approval: Unanimous

7. **RTVF/SOC 12 – Mass Media and Society**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Spring 2013**

8. **RTVF 13 – Exploring Contemporary Television**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Spring 2013**

9. **RTVF 15 – Introduction to Film**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Spring 2013**

E. **Course Repeatability Changes per Title V (Information Only) (Effective Term: Summer/Fall 2013)**

1. **DRAM 100 – Introduction to Professional Theatre**
   From Repeat 2 times to Not Repeatable
The committee endorsed the repeatability change on this course

F. Course Deletions (*Information Only*); Effective Spring 2013

1. BCIS 188M – Microsoft Word Module I
2. BCIS 40 – Machine Transcription
3. BCIS 71 – Medical Transcription for Certification I
4. BCIS 72 – Medical Transcription for Certification II
5. BCIS 73 – Medical Transcription for Certification III
6. BCIS 74 – Medical Transcription for Certification IV
7. DRAM 101(A-Z) – Introduction to Ensemble Play Production
8. DRAM 101A – Ensemble Play Production-Concept/Development
9. DRAM 102(A-Z) – One Act Play Production
10. DRAM 102A – One Act Play Production-Concept/Development
11. DRAM 103(A-Z) – Musical Theatre Production
12. DRAM 103A – Musical Theatre Production-Concept/Development
13. DRAM 104(A-Z) – Youth Outreach Theatre Production
14. DRAM 104A – Youth Outreach Theatre Production-Concept/Development
15. DRAM 105(A-Z) – Theatre Festival Play Production
16. DRAM 105A – Theatre Festival Play Production-Concept/Development
17. DRAM 106 – Theatrical Scenic Construction
18. DRAM 108 – Theatrical Stage Lighting
19. FSC 203(A-Z) – Fire Service Principles and Procedures I
20. HS 2 – Introduction to Human Services
21. HS 6 – Documentation and Case Management in Human Services
22. HS 8 – Multicultural and Special Populations in Human Services
23. HS 10 – Group Facilitation
24. HS 12 – Fieldwork Studies in Human Services
25. MCS 34 – Native Americans Today (ANTH 34 remains active)
   Core choice; AA Social and Behavioral Science
   Core choice; AA University Studies; Social Science
   Core choice; AA University Studies; Diversity Studies
   IGETC 5; CSU GE; Area D and Diversity Studies; Butte GE Area B
26. MSP 40 – Digital Video Production (RTVF 40 remains active)
   Core choice; Certificate in Single Camera Video Production
27. MSP 55 – Music Video Production (RTVF 55 remains active)
28. PLS 15 – Introduction to Plant Science
   Core choice; AS Agricultural Business
   Core choice; AS Agriculture and Natural Resources
   Elective choice; AS Agriculture Science
   CSU GE Area B; Butte Area A
29. PLS 16 – Basic Plant Science Laboratory
   Core choice; AS Agricultural Business
   Core choice; AS Agriculture and Natural Resources
   Elective choice; AS Agriculture Science
   CSU GE Area B; Butte Area A
30. PLS 25 – Plant Science
   Core choice; AS Agricultural Business
   Core choice; AS Agriculture and Natural Resources
   Core choice; AS Natural Resources
   Elective choice; AS Agriculture Science
   CSU GE Area B; Butte Area A

The committee endorsed the deletion of these courses
G. Program Modifications (Effective Term: Fall 2013)

1. **AS Degree in EMT-Paramedic**
   Change core courses from 200 level to 100 level (“FSC 201A, 201D, 203N, 203O, 203E” to “FSC 112, 113, 114, 115, 116”); change in units (from 35.05 to 35.25)

2. **Certificate of Achievement in Emergency Medical Technology/Paramedic**
   Change core courses from 200 level to 100 level (“FSC 201A, 201D, 203N, 203O, 203E” to “FSC 112, 113, 114, 115, 116”); change in units (from 35.05 to 35.25)

3. **Certificate of Achievement in Peace and Global Studies**
   Addition to core (CSL/POS 92 or PSY 36, PHIL 18, ANTH 4); Deletion to core (IDST 90, PHIL 58, POS 14, ANTH 14); change in units (from 27 to 29)

4. **Certificate in Peace and Global Studies**
   Addition to core choices (CSL/POS 92, PSY 36, PHIL 18); Deletion to core (IDST 94); change in units (from 17 to 16)

   Christine Wood represented Peace and Global Studies
   - Updated courses for a better fit with the certificates
   - Request to move SOC 5 down to the “select one from” section
   - This will make the CA 24 units instead of 29
   - Committee suggested adding language to the instructions on the form to have conversations with other departments when there are courses used outside the discipline
   - C. Wood: Could Peace and Global Studies be a major at some point?
   - S. Yaqub: We would have to look at what benefit this would have for students. This would be best if done to fit a theme at CSU, Chico.

Motion to vote on both certificates as a block; S. Hammond, Second: L. Henson, Approval: Unanimous

Motion to place on Consent Agenda pending changes; S. Hammond, Second: J. White, Approval: Unanimous

H. Program Deletions (Effective Term: Spring 2013)

1. **Certificate of Achievement in Medical Transcription**
2. **Certificate in Medical Transcription**
3. **Certificate of Achievement in Human Services**

   Boyd Trolinger represented the program deletions
   - Program Vitality and Discontinuance Committee has looked at these proposals and approved them
   - They have to come to the Curriculum Committee and Academic Senate to be fully vetted
   - S. Bartlett: Per Academic Procedure 4021, a program may be brought to the program vitality committee at any time by faculty, dean, student, or advisory committee. The program then goes through qualitative and quantitative analysis, and discussion, which is followed by an executive summary by the program vitality committee. Open discussion follows, so all bodies can have an opportunity to voice concern.
   - S. Yaqub: This open discussion also allows communication with students currently in the program.
   - B. Trolinger: These are unchallenged program deletions
     - Medical Transcription was brought forward by the BCIS department
     - Human Services was brought forward by the dean and has not been offered in several years

Motion to affirm the recommendation of the Program Vitality committee to discontinue these programs; D. Danielson, Second: S. Hammond; Approval: Unanimous
6. **Miscellaneous Agenda Items**

A. Pedagogical Cap Guidelines – B. Trolinger
   - Jo Anne Cripe presented a draft of the ped cap guidelines
   - Used Academic Senate paper and blended elements from different schools
   - If answer top 4 categories with a yes, they are done
   - If any no’s then more documentation needed
   - It would still be the committee’s recommendation to approve or disapprove the ped cap request
   - S. Yaqub: did the committee look at comparing with other like-size colleges?
   - J. Cripe: We did, but found it difficult to find identical populations. This rationale can be used under the ‘other’ section of the document if the department wishes to use it.
   - S. Yaqub: This document is a good tool to set a ped cap but where is the information that is helpful in determining a change to a ped cap. That is why the comparative data would be helpful.
   - S. Hammond: Suggested an optional box be added under the second category if answer no to first four questions
   - The draft will be updated and brought to the next meeting

B. Progress Report – B. Trolinger
   - Boyd thanked the committee for the hard work of the committee this semester
   - Last year we processed 337 courses in the entire year
   - This year to date we have processed 386 courses, which include 215 deletions, 69 minor modifications, 97 major modifications and 5 new courses
   - 59 courses have had repeatability removed

C. Next Meeting – November 5, 2012

D. Motion to Adjourn; J. Dahlgren, Second: J. White, Approval: Unanimous