

COMMITTEE ON INSTRUCTION

Minutes
May 8, 2008

Members Present

Chair	Stacey Grasso
Creative Arts/Social Science Division	Leighton Armitage
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown, Matt Leddy
Physical Education Division	Shana Young
Student Services	Peggy Ryan, Aisha Upshaw

Non Voting Administrators Faculty/Staff

Susan Estes, Kathleen Ross,
Jane McAteer, Eileen O'Brien, Susan Hantz,
Sheldon Carroll, Arlene Fajardo, Michelle Schneider,
Gloria Bianchi

Members Absent or Excused

Business/Technology	Patricia Brannock
Language Arts	Daniel Keller, James Carranza
ASCSM	Richael Young, Melody Cardona

Chair Stacey Grasso called the meeting to order at 2:20pm.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with withdrawal of banking LIT 220/820, Item VI, and also adding the Administration of Justice proposed changes in the English requirement to degree and certificate and banking elective ADMJ 125. No change in units.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of March 13, 2008 with the correction of Call to Order from 2:20am to 2:20pm.

Motion was moved and seconded (MSC) with one abstention, Leighton Armitage to approve the minutes of April 10, 2008.

Motion was MSCU to accept the following Permanent Courses:

Career & Life Planning

CRER	120	College and Career Success (3) (Course Revision - Adding Distance Education)
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Attachment B – need Division Dean Signature.

Motion was MSCU to approve the following Permanent Courses:

Physical Education

DANC	153	Intermediate Social Dance (.5 or 1) –New Correction of repeatability – to be taken twice for a maximum of 2 units. Removal of one hour by arrangement.
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FITN	237	Total Core Training (.5 or 1) – New Removal of one hour by arrangement. Correct to 24 to 48 lab hours per term.
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Permanent Courses (Con't)

FITN 312 Spinning® Heart Rate (.5 or 1) – New
Removal of one hour by arrangement. Correct to 24 to 48 lab hours per term.

Business/Technology

ADMJ 780 Regular Basic Course Module III (9.5) (10.) – New

FIRE 793 Firefight I Academy (12) – New

**ELEC 144 Solar Energy Fundamentals – (4) – New
(Stand Alone)**

Correct homework hours from 96 to 64 hour, add degree applicable, removal l(unccheck) certificate program and clarification of prerequisite.

Motion was MSCU to accept the following Permanent Courses:

Math/Science

ARCH 100 Survey of Contemporary Modern Architecture (3)
(Six year update – Adding SLO's, Removal of “one hour by arrangement,” change in Catalog and Schedule description, Title change to Survey of Modern Architecture.)

ARCH 666 Introduction to Architecture (1)
(Six year update – Adding SLO's, removal of “one hour by arrangement,” change in Catalog and Schedule description.)

BIOL 102 Environmental Conservation (3)
(Six year update – Adding SLO's, Recommended Preparation and Adding Distance Education.

Correct - Adding Homework 80 hours and By Arrangement 16 hours.

ENGR 240 Engineering Dynamics (3)
(Six year update – Adding SLO's, removal of MATH 253 from Prerequisite, change in Catalog and Schedule description.)

NURS 215 Nursing Skills Lab 1 (4.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

NURS 221 Pediatric Nursing (4.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

NURS 222 Maternity Nursing (4.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

NURS 225 Nursing Skills Lab II (.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

Permanent Courses (Con't)

NURS	232	Medical/Surgical Nursing (5) <i>(Six year update – Adding SLO's, change in Catalog and Schedule description)</i>
NURS	241	Advanced Medical Surgical Nursing I (5) <i>(Six year update – Adding SLO's)</i>
NURS	242	Leadership/Management in Nursing (5) <i>(Six year update – Adding SLO's)</i>
NURS	245	Nursing Skills Lab IV (.5) <i>(Six year update – Adding SLO's)</i>
NURS	610	Basic Medication Dosage Calculations for Nurses (1) <i>(Six year update – Adding SLO's, change in Catalog and Schedule description)</i>

Motion was MSCU to approve the following Permanent Courses:

**NURS 615 Pharmacology for Nurses: Practical Application (1)
New**

Add homework hours, correct FLC's.

**NURS 630 Introduction to Medical Terminology (3) – New
Plus Distance Learning**

Correct to degree applicable, add homework hours and correct spelling- suffixes, prefixes.

Motion was MSCU to accept the following Permanent Courses:

NURS 666 Career Exploration in Nursing (1)
*(Six year update – Adding SLO's, **Title change** from Careers in Nursing to **Career Exploration in Nursing**, change in Catalog and Schedule description)*

NURS 800 Success Strategies: Preparing for an RN Program (1)
(Six year update – Adding SLO's)

NURS 845 Review for Registered Nurse Exam (.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

Motion was MSCU to accept the following 680/880 Courses:

**NURS 680MA Introduction to Medical Terminology (3)
Plus Distance Education**

Correct to degree applicable, add homework hours and correct spelling – prefixes, suffixes.

ADMJ 880 Regular Basic Course Module III ~~(9.5)~~ (10.)
FIRE 880 Firefighter I Academy (12)

Motion was MSCU to approve the following A.A./A.S. Degree and Certificate:

Administration of Justice – Removal of ADMJ 125 (banked); addition of the English requirement required for an Associate Degree.

Motion was MSCU to accept the following Information Only Item:

Physical Education - Banking

FITN 127, 135, 136; TEAM 179

P.E. 113, 114, 119, 125, 810

Math/Science - Banking

CHEM 100, CHEM 101

Language Arts- Banking

ESL 866, ESL 867

GERM 810

LIT. 111, ~~220/820~~, 256-9/856-9; 260/860; 261-3/861-3; 265/865; 271/871

LIT. 272/872, 273/873, 276/876, 278/878

Business/Technology - Banking

ADMJ 125

COSM 752,753, 760

Open Agenda

COI Technical Subcommittee - Action

A proposal for the formation of a Technical Committee was presented. The charge of this committee would be to provide an additional proof reading of course materials prior to their inclusion on the COI agenda. The committee would comprised of VPI, VPI office staff member, Dean of Articulation and Research, Dean of Counseling, Admissions and Records staff member, COI chair and one COI committee member.

The formation of the Technical Review Committee was MSCU.

State Applications for Certificate of Achievement - Action

Susan requested that the COI give advance permission to Divisions and Programs wanting to convert existing Certificates of Specialization (that fits the 12 – 17.5 unit requirement) into a Certificate of Achievement.

The request was approved by the committee.

Competency Level Updates - Discussion

As of Fall 2009, the courses required to meet both Math and English competency for the Associate degree will change. A major goal for the COI next fall will be to finalize requirements for equivalent courses in both areas and determine the degree applicability of courses which are one level below competency.

Motion was MSCU to adjourn the meeting at 4:20 p.m.