

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Members:

Faculty/Voting

Angela Amaya (Library)
 Kristy Woods (MSEPS)- Absent
 Elizabeth Owens (MSEPS)
 Craig Kutil, Chair (MSEPS)
 Marina Lira (Articulation Officer)
 Jill Oliveira (Counseling)
 Michael Sato (A&H)
 Elizabeth Wing Brooks (A&H)
 Marsha Vernoga (BHAWK)
 Paula Schoenecker (SS)
 L. W. Lucas Hasten (CATSS)

Non-voting/Ex. Off. Members

John Armstrong-Absent
 Don Carlson
 Nan Ho- Absent
 Amir Law - Absent
 Andrea Migliaccio
 Don Miller
 Sylvia Rodriguez-Absent
 Madeline Wiest

Guests: Mark Tarte, Moh Daoud, Julia McGurk, Peter Kuo, Melissa Korber, Dan Marschak, Titian Lish

Approved Minutes

1. Call to Order at 2:32pm Craig Kutil, Chair
2. Review and Approval of Amended Agenda Craig Kutil

MSC: Owens/Hasten/Approved

Amended: MSCM 19A Tabled, AJ 50: IGETC already approved, GDDM 63 corrected to "Prerequisite: VCOM 55 (with a minimum grade of C) and/or GDDM 62 (with a minimum grade of C)", MKTG 60 corrected to "Strongly Recommended: MKTG 50 or BUSN 53"

3. Review and Approval of Minutes (August 21st, 2017) Craig Kutil

MSC: Owens/Vernoga/Approved

4. 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.)
5. First Reading of Curriculum Proposals/ Presentations:

• Courses:

- **AJ 50 (Intro to Admin of Justice- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, CSU T/ GE, UC T, LPC GE AA/AS, IGETC, C-ID Descriptor: AJ Number: 110. Discipline: Administration of Justice. (Start Date: Fall 2018)
- **AJ 59 (Child Abuse in the Community- 3 Units, 3 Units Lecture)** SC: O, 1X, CSU T. Strongly Recommended: AJ 63 (with a minimum grade of C). Discipline: Administration of Justice. (Start Date: Fall 2018)
- **AJ 71 (Narcotics & Drug Enforcement- 3 Units, 3 Units Lecture)** Modified Course Proposal: SC: O, 1X, CSU T. Discipline: Administration of Justice. (Start Date: Fall 2018)
 - *Administration of Justice Courses Presented by Mark Tarte:* Course updates include: AJ 50- Methods of Evaluation and Typical Texts; AJ 59- Units (2→3), Measurable Objectives, Methods of Evaluation, Typical Texts; AJ 71- Assignments, Methods of Evaluation, Typical Texts, units verified as incorrect in the Chancellor's Office COCI. These courses will move forward for voting next meeting.
- **ANTR 13 (Intro to Forensic Anthropology- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, CSU T/ GE, UC T, IGETC, LPC GE AA/AS. Strongly Recommended: Eligibility for ENG 1A. Discipline: Anthropology. (Start Date: Fall 2018)
- **ANTR XX18 (Introduction to the Archaeological History of Mesoamerica- 3 Units, 3 Units Lecture)** New Course Proposal: GR, 1X, CSU T/ GE, UC T, IGETC, LPC GE AA/AS. Strongly Recommended: Eligibility for ENG 1A. Discipline: Anthropology. (Start Date: Fall 2018)

- *Anthropology Courses Presented by Lucas Hasten:* ANTR 13 updates include Advisory Requisites, Measurable Objectives, Methods of Instruction, Methods of Evaluation, and Typical Texts. ANTR XX18 is a new course area specific to Mesoamerica. The department wants to start to offer its courses region specific, like other institutions. The effective date needed to be changed to Fall 2019 and thus a textbook from 2016 will be necessary. ANTR 13 will move forward for voting next meeting, but ANTR XX18 will need to be brought back for a second reading.
- **BUSN 18 (Business Law- 4 Units, 4 Units Lecture)** Modified Course Proposal: NSC: O, 1X, DE, CSU T, UC T, LPC GE AA/AS, C-ID Descriptor: BUSN, Number: 125. Strongly Recommended: BUSN 40 (with a minimum grade of C) and ENG 1A (with a minimum grade of C). Discipline: Business or **Management** or Law. (Start Date: Fall 2018)
- **BUSN 65 (Federal Income Tax Accounting- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, DE, CSU T. Discipline: Business or Accounting. (Start Date: Fall 2018)
 - *Business Courses Presented by Lisa Weaver:* Course updates include: BUSN 18- Catalog Description (references to criminal law were removed), Discipline, Grading Methods, Methods of Instruction, Methods of Evaluation, and Typical Texts; BUSN 65- Discipline, Distance Education, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, and Typical Texts. It was noted that for BUSN 18 the grading option should be changed to letter grade only. These courses will move forward for voting.
- **Tabled- CIS 55B (Advanced MS Office Skills- 2 Units, 1.5 Units Lecture, .5 Units Lab)** Modified Course Proposal: SC: O, 1X, DE, CSU T. Strongly Recommended: CIS 55. Discipline: Computer Information Systems. (Start Date: Fall 2018)
- **Tabled- CIS XB (Cybersecurity Competition Prep- .5 Units, .5 Units Lab)** New Course Proposal: O, 1X. Strongly Recommended: CIS xA. Discipline: Computer Information Systems. (Start Date: Fall 2018)
- **CNT 7501 (Ethical Hacking- 3 Units, 2.5 Units Lecture, .5 Units Lab)** Modified Course Proposal: SC: O, 1X, DE, CSU T, C-ID Discipline: ITIS, Course Number: 164. Strongly Recommended: CNT 52 (with a minimum grade of C). Discipline: Computer Service Technology. (Start Date: Fall 2018)
- **CNT 8004 (Cisco CCNA4 R&S Connecting Networks- 3 Units, 2.5 Units Lecture, .5 Units Lab)** New Course Proposal: O, 1X, DE, CSU T, C-ID Descriptor: ITIS, Number: 151. Prerequisite: CNT 8003 (with a minimum grade of C) (may be taken concurrently). Discipline: Computer Service Technology. (Start Date: Fall 2018)
 - *Computer Network Technology Courses Presented by Moh Daoud-* Course updates include: CNT 7501- Course Title, Catalog Description, Units, Advisory Requisites, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, and Typical Texts. CNT 8004 is a new course, which will be the second half of the previous CNT 62B. This aligns directly with the Cisco Approved Curriculum. Changed SAM Code to Advanced Occupational. These courses will move forward for voting next meeting.
- **ESL 121A (Intermediate Reading and Writing I- 6 Units, 6 Units Lecture, No Unit Value Lab)** Modified Course Proposal: NSC: P/NP, 1X. Prerequisite: ESL 131B (with a minimum grade of Pass or Placement through ESL assessment process) Discipline: ESL. (Start Date: Fall 2018)
- **ESL 121B (Intermediate Reading and Writing II- 6 Units, 6 Units Lecture, No Unit Value Lab)** Modified Course Proposal: NSC: P/NP, 1X. Prerequisite: ESL 121A (with a minimum grade of Pass or Placement through ESL assessment process). Discipline: ESL. (Start Date: Fall 2018)
- **ESL 131A (Beginning Reading and Writing I- 6 Units, 6 Units Lecture, No Unit Value Lab)** Modified Course Proposal: NSC: P/NP, 1X. Discipline: ESL. (Start Date: Fall 2018)

- **ESL 131B (Beginning Reading and Writing II- 6 Units, 6 Units Lecture, No Unit Value Lab)** Modified Course Proposal: NSC: P/NP, 1X. Prerequisite: ESL 131A (with a minimum grade of Pass or Placement through ESL assessment process). Discipline: ESL. (Start Date: Fall 2018)
- **ESL 24 (Advanced Reading and Composition I- 6 Units, 6 Units Lecture, No Unit Value Lab)** Modified Course Proposal: NSC: O, 1X, CSU T, UC T. Prerequisite: ESL 121B (with a minimum grade of Pass or Placement through ESL assessment process). Discipline: ESL. (Start Date: Fall 2018)
 - *English as a Second Language Courses Presented by Julia McGurk*- Julia McGurk stated that these courses are being updated in order to change the levels below transfer. Previously the levels below transfer were based on ENG 1A, rather than on the transferable ESL courses. These courses will move forward for voting next meeting.
- **GDDM XX (Creative Portfolio Preparation- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** New Course Proposal: O, 1X, **CSU T**. Strongly Recommended: VCOM 53 (with a minimum grade of C) and/ or VCOM 54 (with a minimum grade of C) and/or VCOM 64 (with a minimum grade of C). Discipline: Graphic Arts. (Start Date: Fall 2018)
- **GDDM =D (InDesign II- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** New Course Proposal: O, 1X, **CSU T**. Prerequisite: VCOM 64 (with a minimum grade of C). Discipline: Graphic Arts. (Start Date: Fall 2018)
- **GDDM 56 (Introduction to Graphic Design- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** Modified Course Proposal: SC: O, 1X, CSU T. **Discipline: Graphic Arts.** (Start Date: Fall 2018)
- **GDDM 57 (Branding and Identity Design- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** Modified Course Proposal: SC: O, 1X, CSU T. Prerequisite: VCOM 53 (with a minimum grade of C) or VCOM 54 (with a minimum grade of C) and VCOM 56. **Discipline: Graphic Arts.** (Start Date: Fall 2018)
- **GDDM 59 (Illustrator II- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** Modified Course Proposal: SC: O, 1X, CSU T. Prerequisite: VCOM 54 (with a minimum grade of C). **Discipline: Graphic Arts.** (Start Date: Fall 2018)
- **GDDM 63 (Website/ Multimedia Production- 3 Units, 1.5 Units Lecture, 1.5 Units Lab)** Modified Course Proposal: NSC: O, 1X, CSU T. Prerequisite: VCOM 55 (with a minimum grade of C) and/or GDDM 63 (with a minimum grade of C). **Discipline: Graphic Arts.** (Start Date: Fall 2018)
 - *Graphic Design & Digital Media Courses Presented by Peter Kuo*- Course updates include: GDDM 56- Course Descriptor, Course Title, Advisory Requisites, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluations, and Typical Texts; GDDM 57- Course Descriptor, Course Title, Catalog Description, Advisory Skills, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, Typical Texts; GDDM 59- Course Content, Catalog Description, Units, Advisory Requisites, Advisory Skills, Measurable Objectives, Course Content, Methods of Instruction, Methods of Evaluation, Typical Texts; GDDM 63- Catalog Description, Advisory Requisites, Advisory Skills, Measurable Objective, Methods of Instruction, Methods of Evaluation, and Typical Texts. There was concern that the catalog descriptions for GDDM 57, GDDM 59, and GDDM 63 seemed too much like a Student Learning Outcomes, thus the courses will be brought back to the committee for a second reading. GDDM 56 will move forward for voting.

Peter Kuo explained GDDM XX is a new course designed for students to take concurrently (scheduled cross listing) with the portfolio course VCOM 60, in order to prepare pieces to be incorporated into their portfolio, bring previous projects up to their current skills level and get more one-on-one feedback from the instructor. Currently, when students enroll in VCOM 60 they do not have enough work to create a portfolio. The both “and/or’s” in the Strongly Recommended were changed to “or”. There was concern over the use of the words “current skill level” in the

measurable objectives, further updating required. Course will be brought back to the committee for second reading.

GDDM =D is a new course to continue the content from the InDesign I course. The course will be cross-listed in terms of scheduling with InDesign I. The focus will be on self-publishing, print-on-demand, interactive features and creating a commercial product. There was concern over the measurable objectives needing further development. This course will be brought back for a second reading.

- **MKTG 60 (Retail Store Management- 3 Units, 3 Units Lecture)** Modified Course Proposal: O, 1X, DE, CSU T. Strongly Recommended: MKTG 50 or BUSN 53. Discipline: Business or Marketing **or Management**. (Start Date: Fall 2018)
 - *Presented by Lisa Weaver-* Course updates include: MKTG 60- Catalog Description, Advisory Requisites, Advisory Skills, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, and Typical Texts. Is a capstone course in the Retail Management Certificate of Achievement. This course will move forward for voting next meeting.
- **MSCM 1 (Introduction to Reporting and Newswriting-3 Units, 3 Units Lecture)** Modified Course Proposal: O, 1X, CSU T, LPC GE AA/AS, C-ID Descriptor: JOUR, Number 110. Strongly Recommended: Eligibility for ENG 1A. Discipline: Mass Communications or Journalism. (Start Date: Fall 2018)
- **MSCM 7 (Introduction to Public Relations-3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, CSU T, C-ID Discipline: JOUR, Course Number: 150. Strongly Recommended: Eligibility for ENG 1A. Discipline: Mass Communications or Journalism. (Start Date: Fall 2018)
- **Tabled-MSCM 19A (Las Positas Literary Anthology A- 3 Units, 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal: NSC: O, 1X, DE, CSU T. Discipline: Mass Communications **or English**. (Start Date: Fall 2018)
- **MSCM 33A (Introduction to Television Studio Operations- 3 Units, 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal: SC: O, 1X, CSU T. **Discipline: Mass Communications**. (Start Date: Fall 2018)
- **MSCM 33B (Intermediate Television Studio Operations- 3 Units, 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal: SC: O, 1X, CSU T. Prerequisite: MSCM 33A (with a minimum grade of C). **Discipline: Mass Communications**. (Start Date: Fall 2018)
 - *Mass Communication Courses Presented by Melissa Korber-* Course updates include: MSCM 1- SAM Code, Advisory Skills, Methods of Instruction, Methods of Evaluation, and Typical Texts; MSCM 7- Advisory Requisites (Skills Analysis), Methods of Instruction and Typical Texts; MSCM 33A- Course Title, Discipline, Measurable Objectives, Course Content, Methods of Instruction, Assignments, Methods of Evaluation, and Typical Texts; MSCM 33B- Course Title, Discipline, Repeatability, Advisory Skills, Measurable Objectives, Course Content, Methods of Instruction, Methods of Evaluation, and Typical Texts. The MSCM 33A & 33B courses cannot be currently offered, but being updated as there are conflicting versions of the courses at the COCI. The discipline changed for MSCM 33A & MSCM 33B back to Broadcast Technology. These courses will move forward for voting next meeting.
- **MUS 3 (World Music- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, DE, CSU T/ GE, UC T, IGETC, LPC GE AA/AS. Discipline: Music. (Start Date: Fall 2018)
- **MUS 17A (Jazz Combo 1- 1 Unit, 1 Unit Lab)** Modified Course Proposal: NSC: O, 4X, CSU T, UC T, C-ID Descriptor: MUS, Number 180. Strongly Recommended: MUS 18A (with a minimum grade of C) and MUS 6 (with a minimum grade of C). Discipline: Music. (Start Date: Fall 2018)
- **MUS 17B (Jazz Combo 2- 1 Unit, 1 Unit Lab)** Modified Course Proposal: NSC: O, 4X, CSU T, UC T, C-ID Descriptor: MUS, Number 180. Prerequisite: MUS 17A (with a minimum grade of C). Discipline: Music. (Start Date: Fall 2018)

- **MUS 26 (Methods/ Materials/ Piano Tchrs- 2 Units, 2 Units Lecture)** Modified Course Proposal: NSC: O, 1X, DE, CSU T. Strongly Recommended: MUS 21B. Discipline: Music. (Start Date: Fall 2018)
- **MUS 37 (Music Industry Career Development- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: O, 1X, DE, CSU T, LPC GE AA/AS. Discipline: Music. (Start Date: Fall 2018)
 - *Music Courses Presented by Dan Marschak*- Course updates include: MUS 3- Added Distance Education, Methods of Evaluation and Typical Texts; MUS 17A- Repeatability, Advisory Requisites, Measurable Objectives, Course Content, and Typical Texts (“and” removed between requisites); MUS 17B- Repeatability, Advisory Skills, Course Content, and Typical Texts; MUS 26- Catalog Description, Added Distance Education (difficult to get piano teachers on campus, recommendation from advisory board), Methods of Instruction, Assignments, Methods of Evaluation, and Typical Texts; MUS 37- Added Distance Education, Course Content, and Typical Texts. All courses to move forward for voting except MUS 26, as the skills analysis is not complete.
- **Tabled- OSH 67 (Comp Regulatory Requirements- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: GR, 1X, DE, CSU T. Discipline: Industrial Safety. (Start Date: Fall 2018)
- **POLI 29 (Independent Study—Political Science- .5-2 Units, .5-2 Units Lab)** Modified Course Proposal: NSC: O, 1X, CSU T. Discipline: Political Science. (Start Date: Fall 2018)
 - *Presented by Craig Kutil*- Standard independent study update. There was concern that in the content it states “expand upon course concepts”, because the topic of the independent study course may fall outside of the class topics, but maybe part of the larger discipline. In this phrase, “Courses” will be replaced with “Discipline”. It was discussed that other independent study courses will also need to be updated because the course description states that “Independent Studies course should contact a full/part-time instructor or dean in the appropriate area no later than the last day of the tenth week of instruction”, which is incorrect. This course will move forward for voting.
- **THEA 11 (Stage to Screen- 3 Units, 2.5 Units Lecture, .5 Units Lab)** Modified Course Proposal: NSC: GR, 1X, CSU T/GE, UC T, IGETC, LPC GE AA/AS. Discipline: Drama/ Theater Arts. (Start Date: Fall 2018)
- **THEA 14 (Bay Area Theatre- 3 Units, 3 Units Lecture)** Modified Course Proposal: SC: O, 1X, DE, CSU T/ GE, LPC AA/AS GE, IGETC, UC T. Discipline: Drama/ Theater Arts. (Start Date: Fall 2018)
- **THEA 29T (Independent Study- Theater- .5-2 Units, .5-2 Units Lab)** Modified Course Proposal: SC: O, 1X, CSU T. Discipline: Drama/ Theater Arts. (Start Date: Fall 2018)
- **THEA 47A (Performance in Production: Introduction to Live Performance- 3 Units, 2 Units Lecture, 1 Unit Lab)** Modified Course Proposal: NSC: GR, 1X, CSU T, UC T, C-ID Descriptor: THTR, Number: 191. Discipline: Drama/ Theater Arts. (Start Date: Fall 2018)
 - *Theater Arts Courses Presented by Titian Lish*- Course updates include: THEA 11- AA/AS GE Request, Measurable Objectives, Methods of Evaluation, Typical Texts; THEA 14- Units (verified as incorrect in the Chancellor’s Office COCI), Grading Methods, Methods of Evaluation, Typical Texts, and Other Material Required of Students; THEA 29A (replace T with A) update using standard independent study language, there will be multiple levels; THEA 47A- Catalog Description, Typical Texts, “By Audition Only” added for C-ID. These courses will move forward for voting next meeting.
- **Tabled- VWT 20 (Introduction to Enology- 3 Units, 3 Units Lecture)** Modified Course Proposal: NSC: GR, 1X, CSU T, UC T. Discipline: Agricultural Production. (Start Date: Fall 2018)
- **Course Deactivations:** Craig Kutil stated that these courses have not been offered since Fall 2013 and it is not anticipated the courses will be offered in the future. These courses will move forward for voting.
 - **GNST 25: Student Government Leadership**

- **GNST 25L: Student Govt Leadership Lab**
 - Program Deactivations: Craig Kutil stated that this is an old program; “International Studies” is an outdated term, and the program it will be replaced with the Global Studies AA-T in Fall 2018. This program will move forward for voting.
 - **International Studies AA**
 - Course Corrections: Craig Kutil explained that during the Spring 2017 semester MATH 110, 110A, 110B were approved accidentally as LPC GE AA/AS applicable, however the Curriculum Committee approved that effective Fall 2017 these courses are not applicable under the LPC GE AA/AS Communication and Analytical Thinking section.
 - **MATH 110, MATH 110A, MATH 110B not approved for LPC GE AA/AS**
6. Voting on Curriculum Proposals:
- Courses

- **CNT 72 (Cisco Bootcamp Certification Prep- 2 Units, 1.5 Units Lecture, .5 Units Lab)** Modified Course Proposal: SC: O, 1X, DE, **CSU T**. Strongly Recommended: CNT 8001 (with a minimum grade of C), CNT 8002 (With a minimum grade of C), The Equivalent Industry Experience. Discipline: Computer Service Technology. (Start Date: Fall 2018)
- **CNT 8003 (Cisco CCNA3 Scaling Networks- 3 Units, 2.5 Units Lecture, .5 Units Lab)** New Course Proposal: O, 1X, **DE, CSU T, C-ID Discipline: ITIS, Course Number: 150**. Prerequisite: CNT 8002 (with a minimum grade of C). Discipline: Computer Service Technology (Start Date: Fall 2018)

Motion to APPROVE Course Outlines:

MSC: Hasten/Weaver/Approved

- GE/ Transfer Pathways:
 - **CNT 72: Cisco Bootcamp Certification Prep- CSU T**
 - **CNT 8003: Cisco CCNA3 Scaling Networks- CSU T, C-ID Discipline: ITIS, Course Number: 150**

Motion to APPROVE GE/Transfer Pathways:

MSC: Amaya/Owens/Approved

- Requisites:
 - **CNT 72: Cisco Bootcamp Certification Prep-** Strongly Recommended: CNT 8001 (with a minimum grade of C), CNT 8002 (With a minimum grade of C), The Equivalent Industry Experience
 - **CNT 8003: Cisco CCNA3 Scaling Networks-** Prerequisite: CNT 8002 (with a minimum grade of C)

Motion to APPROVE Requisites:

MSC: Hasten/Owens/Approved

- Distance Education:
 - **CNT 8003: Cisco CCNA3 Scaling Networks**

Motion to APPROVE Distance Education:

MSC: Weaver/Hasten/Approved

- Course Deactivations: Effective Spring 2018
 - **HORT 29: Independent Study, Horticulture**

- **HORT 81: Home Landscape Design**

Motion to APPROVE Course Deactivations:

MSC: Hasten/Amaya/Approved

7. Discussion Items

- **Credit, Locally Approved Certificates**

Craig Kutil

Craig Kutil stated that he had a meeting last Wednesday with William Garcia (VP Student Services), Sylvia Rodriguez (Dean of Enrollment Services), and Don Miller (Interim VP Academic Services) to move forward with having all Career Certificate be awarded through Admissions and Records, rather than by the Division Offices or faculty. This would include Admissions & Records creating a uniform Career Certificate and tracking the number of career certificates awarded. It was also discussed that perhaps these Career Certificates could be transcribed.

Craig Kutil presented an idea to have a second type of locally approved certificate, to follow the non-credit model. Like many other colleges, it is suggested to have "Certificates of Accomplishment". We could utilize this type of certificate for non-cte low unit certificates. It has been brought up that "Career Certificate" sounds like it should directly lead to employment, which if the unit certificate is non-cte that may not be the case. Another option would be to continue to have one certificate, but to change the name of "Career Certificate" to "Certificate of Accomplishment". The committee was concerned that the having two types of low unit certificates may be confusing to students. This will be brought to the Academic Senate for discussion.

8. Reports

- **Vice President's Report**

Don Miller

Don Miller stated that there are no major issues coming out of the Chancellor's Office with regard to curriculum, except glitches with the Curriculum Inventory. The Credit Courses Certificate Form will be signed by the President, VP of Academic Services, Academic Senate President and Curriculum Chair certifying that all of our credit courses are accurate and accordance with the PCAH and other policies.

- **Chair's Report**

Craig Kutil

Craig Kutil stated that the Noncredit Taskforce met and noncredit will be a topic at the next ESS Committee Meeting. We were directed by Krista Johns to have either a separate noncredit mission or to use the college's mission statement for noncredit. The Noncredit Taskforce decided that noncredit will have the same mission as the college, with an extra value statement (this will be brought the committee). Craig Kutil and Madeline Wiest will be going to the Division Meetings to discuss catalog "About the Program" revisions and the Liberal Arts degrees. The goal will be put together small ad hoc committees for each Liberal Arts emphasis to see if any changes need to be made to the degrees and complete the update. Madeline Wiest sent out a list of courses to the Deans that will be deactivated if not updated as they have not been offered since 2010.

- **Articulation Officer's Report- No Report**

Marina Lira

9. Good of the Order

10. Adjournment at 4:39pm

11. Next Regular Meeting (October 2nd, 2017)