1. **CALL TO ORDER**
The meeting was called to order at 2:34 p.m. by Debra Blanchard, Chairperson.

**MEMBERS PRESENT:**
Debra Blanchard, Chairperson, Carol Delong, Patty Golder, Lisa Harvey, Leslie Huiner, Pam James, Mike McCracken, Scott Jones, Alice Ramming

**MEMBERS ABSENT:** Ron Fields

**GUESTS:**
Eileen Alsina, Richard Cerreto, Tim Johnston, Lori Kildal, Greta Moon, Pat Wagner, Ruby Wikstrom

2. **ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:**
None

3. **ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS:** None

4. **MINUTES:**
It was MSC (Golder/Delong, 8-0) to approve the minutes of October 11, 2012 as corrected.

5. **ACTION ITEMS:**

**COURSES:**

5.1 **AGNR 61 Natural Landscape Practices**
It was MS (Golder/Delong) to approve the course update for AGNR 61 Natural Landscape Practices. It was MSC (Jones/Delong, 8-0) to table the motion to approve.

5.2 **AGNR 106 Veterinary Terminology and Technology (formerly AGNR 51)**
It was MS (James/Harvey) to approve the course update for AGNR 106 Veterinary Terminology and Technology. It was MSC (James/Golder, 7-1) to table the motion to approve.

5.2 **AGNR 106 Veterinary Terminology and Technology (formerly AGNR 51)**
It was MSC (McCracken/Ramming, 8-0) to table adding Distance Education as a method of instruction for AGNR 106.

5.4 **AGNR 175 Sustainable Agriculture, Environment and Society**
It was MSC (James/Huiner, 8-0) to approve as corrected the course update for AGNR 175 Sustainable Agriculture, Environment and Society.
5.5 **AGNR 175 Sustainable Agriculture, Environment and Society**  
It was MSC (James/McCracken, 8-0) to approve Distance Education as a method of Instruction for AGNR 175.

5.6 **AJ 101 Introduction to Administration of Justice**  
It was MSC (Huiner/Harvey, 8-0) to approve the course update for AJ 101 Introduction To Administration of Justice.

5.7 **AJ 103 Criminal Law**  
It was MSC (Delong/Jones, 8-0) to approve the course update for AJ 103 Criminal Law.

5.8 **ATHL 121P Preparation for Intercollegiate Men’s Basketball**  
It was MSC (Golder/Delong, 8-0) to approve the course update for ATHL 121P Preparation for Intercollegiate Men’s Basketball.

5.9 **ATHL 132P Preparation for Intercollegiate Wrestling**  
It was MSC (Harvey/Golder, 8-0) to approve as corrected the course update for ATHL 132P Preparation for Intercollegiate Wrestling.

5.10 **BET 123T Machine Transcription**  
It was MSC (Ramming/Harvey, 8-0) to approve as corrected the course update; unit change from 2.0 to 3.0 units and change contact hours to 48-54 lecture only for BET 123T Machine Transcription.

5.11 **BET 123T Machine Transcription**  
It was MSC (Golder/Jones, 8-0) to approve BET 104 as recommended preparation for BET 123T Machine Transcription.

5.12 **FIRE 68 Principles of Fire and Emergency Services Safety and Survival**  
It was MSC (Delong/Jones, 8-0) to approve FIRE 68 Principles of Fire and Emergency Services Safety and Survival as a new course.

5.13 **FIRE 68 Principles of Fire and Emergency Services Safety and Survival**  
It was MSC (Harvey/Delong, 8-0) to approve Distance Education as a method of instruction for FIRE 68.

5.14 **GUID 100 Career and Life Planning**  
It was MSC (James/Harvey, 8-0) to approve the course update for GUID 100 Career and Life Planning.

5.15 **GUID 107 Learning Strategies and Study Skills**  
It was MSC (McCracken/Golder, 8-0) to approve the course update for GUID 107 Learning Strategies and Study Skills.

5.16 **KIND 162 Introduction to Ballroom Dance (formerly PEDA 162 Ballroom Dance 1)**  
It was MSC (Golder/Jones, 8-0) to approve the course update, number/title change and repeatability change from 3X to 0X for KIND 162 Introduction to Ballroom Dance.
5.17 **RSPT 230 Introduction to Respiratory Therapy**
It was MS (Ramming/Golder) to approve the prerequisites for RSPT 230. It was MSC (James/Ramming, 6-2) to table the motion to approve MATH 90, CHEM 100, BIOL 100 or BIOL 107 as prerequisites for RSPT 230.

6. **INFORMATION/DISCUSSION:** Agenda item 6.3 was moved before 6.1

6.3 **ADA Approval**
Discussion regarding ADA approval process. Per the Chair, the ADA approval step has in CurricUNET has been changed from required to optional.

6.1 **Program and Course Approval Handbook – pages 26-49**
No discussion. Will be discussed at the next meeting.

6.2 **Psychology Transfer Model Curriculum (PSYC AA-T)**
Discussion regarding TMC changes and statistics requirements. Department needs to make corrections so TMC can be resubmitted to the State for approval.

6.4 **Curriculum Handbook**
The chair distributed a draft of the VVC Curriculum Handbook and asked the committee members to review and submit corrections or changes.

7. **PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** None

8. **ADJOURNMENT**
The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson