1. **CALL TO ORDER**  
The meeting was called to order at 2:50 p.m. by Debra Blanchard, Chairperson.

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Richard Cerreto, Patty Golder, Leslie Huiner, Pamela James, Mike McCracken, John Sweet, Alice Ramming

**MEMBERS ABSENT:** Lisa Harvey, Scott Jones

**GUESTS:** Steve Toner, Ruby Wikstrom

2. **ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:**  
Add to courses PAL 100 as items 6.14, 6.15, 6.16; PAL 102 as items 6.17, 6.18, 6.19; PAL 103 as items 6.20, 6.21, 6.22; PAL 201 as items 6.23, 6.24 and 6.25.

3. **ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.**

4. **MINUTES:**  
It was MSC (McCracken/James, 7-0) to approve as presented the minutes of October 9, 2014.

5. **CONSENT AGENDA:** None

6. **ACTION ITEMS**

It was MSC (McCracken/Golder, 7-0) to move tabled agenda item 6.13 before item 6.1.

**TABLED COURSES (10/23/14)**

6.13 **MATH 66 Pre-College Mathematics**  
It was MSC (Cerreto/McCracken, 7-0) to approve as corrected prerequisites Placement by VVC assessment test or a ‘B’ or better in both semesters of a high school Algebra 2 course for MATH 66 Pre-College Mathematics.

**COURSES**

6.1 **BADM 144 Business Communications**  
It was MSC (Golder/James, 7-0) to approve the course update for BADM 144 Business Communications.

6.2 **BADM 144 Business Communications**  
It was MSC (Cerreto/Sweet, 7-0) to approve distance education as a method of instruction for BADM 144 Business Communications.

6.3 **FIRE 101 Fire Service Operations**  
It was MSC (Sweet/Cerreto, 7-0) to approve the course update for FIRE 101 Fire Service Operations.

6.4 **FIRE 101 Fire Service Operations**  
It was MSC (Huiner/Ramming, 7-0) to approve distance education as a method of instruction for FIRE 101 Fire Service Operations.

6.5 **FIRE 107 Fire Investigation**  
It was MSC (Cerreto/James, 7-0) to approve the course update for FIRE 107 Fire Investigation.
6.6 **FIRE 107 Fire Investigation**
It was MSC (James/McCracken, 7-0) to approve distance education as a method of instruction for FIRE 107 Fire Investigation.

6.7 **FIRE 108 Fire Hydraulics**
It was MSC (Golder/Huiner, 7-0) to approve the course update for FIRE 108 Fire Hydraulics.

6.8 **FIRE 108 Fire Hydraulics**
It was MSC (Sweet/James, 7-0) to approve distance education as a method of instruction for FIRE 108 Fire Hydraulics.

6.9 **FIRE 40A Firefighter Physical Agility Entrance Exam Techniques**
It was MSC (Golder/Ramming, 7-0) to approve the course update for FIRE 40A Firefighter Physical Agility Entrance Exam Techniques.

6.10 **FIRE 40A Firefighter Physical Agility Entrance Exam Techniques**
It was MSC (Sweet/Golder, 7-0) to approve as a co-requisite FIRE 95 (Health/Safety purposes) for FIRE 40A Firefighter Physical Agility Entrance Exam Techniques.

6.11 **FIRE 53 Hazardous Materials First Responder Operational Decontamination**
It was MSC (Cerreto/Sweet, 7-0) to approve the course update FIRE 53 Hazardous Materials First Responder Operational Decontamination.

6.12 **FIRE 53 Hazardous Materials First Responder Operational Decontamination**
It was MSC (Cerreto/Golder, 7-0) to approve as a prerequisite FIRE 82A (Health/Safety purposes) for FIRE 53 Hazardous Materials First Responder Operational Decontamination.

6.13 (Moved ahead of item 6.1)

6.14 **PAL 100 Introduction to Paralegal Studies (formerly POLS 130)**
It was MSC (Huiner/McCracken, 7-0) to approve the course update for PAL 100 Introduction to Paralegal Studies (formerly POLS 130).

6.15 **PAL 100 Introduction to Paralegal Studies**
It was MSC (Huiner/Cerreto, 7-0) to approve as a prerequisite ENGL 101.0 or ENGL H101 for PAL 100 Introduction to Paralegal Studies (formerly POLS 130).

6.16 **PAL 100 Introduction to Paralegal Studies**
It was MSC (James/Sweet, 7-0) to approve distance education as a method of instruction for PAL 100 Introduction to Paralegal Studies (formerly POLS 130).

6.17 **PAL 102 Beginning Legal Research for Paralegals**
It was MSC (Cerreto/Golder, 7-0) to approve the course update for PAL 102 Beginning Legal Research for Paralegals.

6.18 **PAL 102 Beginning Legal Research for Paralegals**
It was MSC (McCracken/Sweet, 7-0) to approve as a co-requisite PAL 100 for PAL 102 Beginning Legal Research for Paralegals.

6.19 **PAL 102 Beginning Legal Research for Paralegals**
It was MSC (McCracken/Sweet, 7-0) to approve distance education as a method of instruction for PAL 102 Beginning Legal Research for Paralegals.

6.20 **PAL 103 Beginning Legal Writing (formerly POLS 136)**
It was MSC (Golder/Cerreto) to approve the course update for PAL 103 Beginning Legal Writing (formerly POLS 136).
6.21 **PAL 103 Beginning Legal Writing (formerly POLS 136)**
It was MSC (Cerreto/Huiner, 7-0) to approve as a co-requisite PAL 102 for PAL 103 Beginning Legal Writing (formerly POLS 136).

6.22 **PAL 103 Beginning Legal Writing (formerly POLS 136)**
It was MSC (Huiner/Cerreto, 7-0) to approve distance education as a method of instruction for PAL 103 Beginning Legal Writing (formerly POLS 136).

6.23 **PAL 201 Fundamentals of Litigation for Paralegals**
It was MSC (Golder/James, 7-0) to approve the course update for PAL 201 Fundamentals of Litigation for Paralegals.

6.24 **PAL 201 Fundamentals of Litigation for Paralegals**
It was MSC (Cerreto/Golder, 7-0) to approve as a prerequisite PAL 103 for PAL 201 Fundamentals of Litigation for Paralegals.

6.25 **PAL 201 Fundamentals of Litigation for Paralegals**
It was MSC (Cerreto/Sweet, 7-0) to approve distance education as a method of instruction for PAL 201 Fundamentals of Litigation for Paralegals.

7. **INFORMATION/DISCUSSION**
After discussion regarding the prerequisites/co-requisites validation process, it was suggested that a sub-committee be formed to develop recommendations to verify prerequisites/co-requisites are being properly validated in accordance with Title 5 standards.

8. **PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**

9. **ADJOURNMENT**
The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson