

Final Approved copy of the Minutes of the Academic Council Meeting
on 15 March 2002

DATE : Friday, 15 March 2002
TIME : 1:00 to 3:00 P.M.
PLACE: Building V-215

AGENDA

1. Review and adoption of 3/15/02 Agenda
2. Review and adoption of any previous meeting minutes
3. Review and adoption of course guide: Vocational Education
4. Other issues
5. Items for the next meeting's agenda

MINUTES

Academic Council Chair Melody Actouka called the meeting to order at 1:15 P.M. in Building V-215. Members present were Sallie Sablan, Gregory Filatov and Danny Wyatt. Nenette Prather was present as recorder.

1. Review and adoption of Agenda for today's meeting:

Action # 1: It was moved, seconded, and unanimously approved to accept the Agenda as presented.

2. Review and adoption of previous meeting minutes :

Postponed to the next academic council meeting.

3. Review of course guides under Vocational Education Department.

Dr. Jack Angello was invited by the academic council to participate in the review to serve as a resource for clarification of these course guides.

- a. CT 110 " Construction Trades I"
- b. CT 112 " Construction Trades II"

The reason for modifying both course guides is to change on the total number of contact hours from 135 to 120 by virtue of a reduction in the lab hours. Consistent with the amount of time that is required in Vocational Education Department lab to earn a particular number of credits.

In Vocational Education courses, the number ratio hours of lab to lecture is 2 to 1.

Recommended textbook is not required and there is no latest edition published since 1997. Both courses use the same textbook and will be available for the instructor and students for reference.

Math placement level is not required.

English placement level is emphasized because the courses require a lot of reading.

On the Instructional Goals & Student Competencies, **Safety Hazards, Proper Techniques and Equipment Precautions** will be added.

The instructor for this course should have a broad range of experience. Basic skills are emphasized in this program to make students knowledgeable.

c. CT 120 “Basic Masonry “

The course reason for initiating is the same as CT 110 & CT 112, the contact hours was reduced from 135 to 120 hours.

Textbook is also recommended and no newer edition has been published since 1990. It is available to instructor and students for reference.

Math placement level not required.

d. CT 190 “ Special Projects, Construction Trades”

e. CT 191 ” Special Projects, Masonry”

Both course guides are new.

The contact hours for both courses is 30 per semester.

Any appropriate textbook can be used by students and it must be approved by the instructor. It should also meet the standard textbook of the construction industry.

Expand the course outline.

At present ABE & DYS students are taking these courses and they are not required any previous courses. However, if any regular degree student is enrolled in these courses, they should follow a set of course such as CT 110, CT 112, CT 120.

The academic chair noticed that CT 190 course are patterned to two different student population. Dr. Angello should separate the course guide into Special Project course guide for non-degree students and course guide for regular degree students who wants for pursue an associate degree and/or for people extending their mastery of the craft after who have successfully completed the pre-requisite course.

After the course guide has been separated, Dr. Angello will submit to the Dean of Instruction for recommendation.

3. Other issues:

No other issue was discussed.

Date for the next meeting was set for Friday, March 22, 2002,

4. Items for next Agenda :

More vocational education course guides to be reviewed.

Adjournment: 3:30 PM