

I. GENERAL MATTERS

A. Roll Call

Present: Aguirre, Dingman-Katz, Finnegan, Montes (arrived at 12:12 p.m.), Osea, Polak, Poturica (arrived at 12 p.m.), Smith, Terrill, M. Thomas, Whetzel, Xu, Zuber

Absent: Simpson-Logg, Varela

Guests: Dewey, Gehrman, L. Thomas, Varela,

Recorder: Nelson

B. Approval of Minutes: M/S/C (Zuber/Whetzel) to approve the minutes of the October 24, 2025, meeting.

C. Agenda Revisions: Move items III.D.1 and III.E. 1 to the regular agenda.

D. Approval of Agenda: M/S/C (Zuber/Thomas) to approve the agenda as amended.

II. PUBLIC COMMENT

None

III. CONSENT AGENDA

M/S/C (Terrill/Finnegan) to approve the consent agenda as amended.

A. ANTH (Varela)

1. ANTH C1001 – Introduction to Biological Anthropology

- a. Course modification (CCN – subject, number, title, catalog description, MOE, textbook, objectives, outline)

B. ASTR (Beck)

1. ASTR C1001 – Introduction to Astronomy

- a. Course modification (CCN – subject, number, title, catalog description, MOE, textbook, objectives, outline)

2. ASTR C1001L – Introduction to Astronomy Lab

- a. Course modification (CCN – subject, number, title, catalog description, MOE, textbook, objective, SLO, outline)

C. BIOL (Zuber)

1. BIOL C1001 – Introduction to Biology

- a. Course modification (CCN – subject, number, title, catalog description, MOE, textbook, objectives, outline)

2. BIOL C1001L – Introduction to Biology Lab

- a. Course modification (CCN – subject, number, title, catalog description, pre/co, MOE, textbook, objectives, outline)

D. CSC (Pai)

1. CSC 164 – Electronic Spreadsheets

- a. Course modification (Textbook)

E. DAM (Fuller, Pai)

1. DAM 110 – Digital Image Manipulation in Adobe Photoshop

- a. Course modification (Catalog description, MOE, textbook, objectives, SLO, outline)

F. FSC (Dewey)

- 1. FSC 50A – Instructor I: Instructional Methodology**
 - a. Course inactivation
 - 2. FSC 50B – Instructor Training IB: Psychomotor Lesson Delivery**
 - a. Course inactivation
 - 3. FSC 65 – Incident Command System (ICS) 300**
 - a. Course inactivation
 - 4. FSC 70A – Company Officer 2A: Human Resources Management for Company Officers**
 - a. Course inactivation
 - 5. FSC 70B – Company Officer 2B: General Administrative Functions**
 - a. Course inactivation
 - 6. FSC 70C – Company Officer 2C: Fire inspection and Investigation**
 - a. Course inactivation
 - 7. FSC 70D – Company Officer 2D: All-Risk Command Operations**
 - a. Course inactivation
 - 8. FSC 70E – Company Officer 2E: Wildland Incident Operations for Company Officers**
 - a. Course inactivation
 - 9. FSC 80 – Low Angle Rope Rescue Operational**
 - a. Course inactivation
 - 10. FSC 81 – Surf Rescue Operations**
 - a. Course inactivation
 - 11. FSC 91 – 1C Handcrew Firefighter**
 - a. Course inactivation
- G. HLH (Hicks)**
- 1. HLH 50 – Community CPR and First Aid**
 - a. Course inactivation

IV. COURSE/PROGRAM PROPOSALS

- A. COMM (Gehrman)**
- 1. COMM C1004 – Interpersonal Communication**
 - a. M/S/C (Whetzel/Zuber) to approve COMM C1004. Whetzel suggested a minor revision to the catalog description.
- B. FSC (Dewey)**
- 1. FSC 75 – Fire Apparatus Driver / Operator IA**
 - a. M/S/C (Zuber/Thomas) to approve FSC 75.
 - b. M/S/C (Thomas/Zuber) to approve the assignment of discipline of Fire Technology.
 - 2. FSC 76 – Fire Apparatus Driver / Operator IB – Pumping Apparatus Operations**
 - a. M/S/C (Whetzel/Zuber) to approve FSC 76.
 - b. M/S/C (Finnegan/Zuber) to approve the assignment of discipline of Fire Technology.
 - 3. Fire Science Associate of Science**

- a. M/S/C (Terrill/Thomas) to approve the Fire Science Associate of Science program modification. Dewey explained that the standards on the national level are changing as well as the curriculum, therefore several courses are being eliminated.

4. Fire Science Certificate of Achievement

- a. M/S/C (Finnegan/Zuber) to approve the Fire Science Certificate of Achievement program modification.

C. ETH (Thomas)

1. ETH 240 – Introduction to Native American Studies

- a. M/S (Zuber/Whetzel) to approve ETH 240. Terrill questioned some items in the assignment section as they appeared very specific and had some feedback on a few objectives being very big and broad. Zuber also offered some feedback on objective #3 and #9. Osea added that reviewers are looking at assignments. The committee suggested adding more examples of assignments. Zuber also suggested some revisions for SLO #1 to be better measurable. M/S/C (Thomas/Whetzel) to table ETH 240.

D. BUS (Buffalo, Finnegan)

1. BUS 114 – Governmental Accounting

- a. First reading for BUS 114. Finnegan explained that this course was created due to a need expressed in the Advisory Committee several times as government accounting is specialized. Whetzel asked about BUS 200 as a prerequisite. Finnegan added that that is an appropriate prerequisite as the skills gained in BUS 200 will help with BUS 114. There was discussion about adding “or equivalent experience” to the prerequisite. Osea asked if the course is a stand alone or if it will be added to any programs. Finnegan expressed interest in adding this course to both the accounting degree and certificate. Zuber had some revision suggestions for objective #5 and SLO #2 and Aguirre suggested removing the percentages from the MOE. Aguirre also requested formatting the assignments section to include reading, writing, and outside assignments.

E. CSC (Pai)

1. CSC 161 – Cloud Infrastructure and Security

- a. M/S/C (Finnegan/Zuber) to table CSC 161.

V. DISCUSSION

A. Noncredit Presentation

VP Polak prepared a presentation for the committee regarding noncredit courses and programs. The presentation reviewed the different areas on noncredit, the differences between credit and noncredit offerings, minimum qualifications for faculty, funding differences, attendance accounting differences, and benefits for students. Mirrored courses were also discussed as well as what noncredit looks like on our campus and the role of the Curriculum Committee when it comes to noncredit curriculum.

B. Common Course Numbering

Nothing to report

**Mendocino-Lake Community College District
CURRICULUM COMMITTEE MEETING MINUTES
November 14, 2025 – 11:30 a.m.**

FUTURE MEETINGS: December 5, February 6, 2026, March 6, April 10, April 24, May 8

Meeting adjourned at: 1:32 p.m.