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| <ol style="list-style-type: none">1. Minutes: October 8, 20192. Report Out from Division Reps | Apprenticeship: No updates to report, per dean Chris Allen. |
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Motion to approve (

	<p>two; even though we are required to have a local process to approve Stand Alone courses, we created this form at CCC, and LMI for Stand Alone courses is not submitted to the state.</p> <p>Second read and possible action will occur at next meeting.</p>
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16. Requisite Recency

PSME rep explained that division has long had an issue with students taking a series of courses and taking a significant length of time to complete the series—for example, completing the first quarter and then returning 10-15 years later to continue the series. Because we currently have no policy on recency of requisites, if the student has passed and received credit for the first quarter, there is nothing to prevent them from enrolling in the second quarter, even if they no longer have the sufficient safety knowledge/skills and/or are missing updated information regarding lab procedures, software, etc. Noted that Title 5 allows us to establish a recency requirement of three or more years . Other PSME rep noted that a student cannot repeat a lab course by auditing it; per FHDA policy, auditors must wait until the second week of the quarter to enroll, meaning that they miss required safety lectures that occur within the first two weeks. Acknowledged that some

	division-by-division basis. Kuehnl agreed with suggestion that policy begin with lab courses—group agreed.
17. Good of the Order	Kuehnl proposed a CCC Orientation meeting at this time next week (October 29th), particularly for new reps and those who are returning after an absence, but any reps are welcome to attend. Will send Outlook invitation.
18. Adjournment	

Micaela Agyare (LIBR), Chris Allen (guest—Dean, APPR), Stephanie Chan (LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Kurt Hueg (Dean, BSS), Eric Kuehnl (Faculty Co-Chair), Dokesha Meacham (CNSL), Allison