

Curriculum Advisory Committee
Meeting minutes: MPC.EDU

DATE: September 14, 2016 LOCATION: BMC 206 @ 3:00-4:30 pm

Attendees:

✓	Richard Abend, Humanities	✓	Laura Loop, Nursing
✓	Catherine Webb, Library	✓	Gamble Madsen, Chairperson/Creative Arts
	Vacant, Life Science		Laura Patterson, CurricUNET Specialist
✓	Michael Gilmartin, Dean of Instructional Planning		Beth Penney, Basic Skills
✓	Laura Franklin, Dean of Instruction	✓	Jon Knolle, Dean of Instruction
✓	He Seon Ihn, Articulation Officer	✓	Fred Hochstaedter, Academic Senate
✓	Lynn Iwamoto, Physical Sciences		Tom Rebold, Business and Technology
✓	LaRon Johnson, Student Services	✓	Rachel Whitworth, Social Sciences
✓	Kim Kingswold, Curriculum/Catalog Technician		Adrian Ellaga, Student Representative
	Vacant, ESL		Vacant, Physical Education
✓	David Gonzalez, CurricUNET		Kiran Kamath, Vice President of Academic Affairs

Meeting Chaired by: Gamble Madsen







Notes Submitted by: David Gonzalez/Kim Kingswold

Agenda Item	Discussion / Comments	Action
Announcements	Public Comments (Agenda item III.) Read by Gamble Madsen	
Comments from Visitors		
Visitors Present		
Approval of September 7, 2016 Agenda	Corrections noted: Fred Hochstaedter: "Recognizing discipline faculty expertise and recommendations, that we have heard administration report has occurred, I move we endorse these discipline changes."	Motion to approve: Lynn Iwamoto Seconded: Fred Hochstaedter CAC Committee Voted: Aye
Consent Agenda	(No items to discuss on Consent Agenda) <i>Deletions: Effective Fall 2017</i> <i>Technician Corrections</i> <i>Minor Corrections</i> <i>Non-Substantial Changes</i> <i>Urgent</i>	Motion to approve: N/A Seconded: N/A CAC Committee Voted: N/A

EMMS 170A	Emergency Medical Technician 1 – Basic Training <u>Tabled</u> – Since EMMS 170 is being split into 2 courses (EMMS 170A and EMMS 170B), it was agreed we would review <u>both</u> courses at next CAC meeting.	Motion to approve: N/A Seconded: N/A CAC Committee Voted: N/A
ENGL 111	Intermediate Academic Reading and Writing SLO Comments to be reviewed with originator; SLO 1 and SLO 2 look the same. Also, Objective 6 may be re-worded and a new SLO focused on Reading may be created. Added Prereq of ENGL 301L should be non-issue because ENGL 301L is an SIS <u>revision</u> of ENGL 401 – so students shouldn't have trouble registering.	Motion to approve: Rachel Whitworth Seconded: LaRon Johnson CAC Committee Voted: Aye Motion to approve: Rachel Whitworth (for Prereqs) Seconded: Lynn Iwamoto CAC Committee Voted: Aye
ENGL 301	Introduction to Academic Reading and Writing Reference needed to lab component SLO comments to be reviewed with originator. May need a new SLO to focus on the Reading part of the course. Added Prereq of ENGL 321L should be non-issue because ENGL 321L is an SIS <u>revision</u> of ENGL 421 – so students should not have trouble registering.	Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye Motion to approve: LaRon Johnson (for Prereqs) Seconded: Laura Loop CAC Committee Voted: Aye
HUMS 54	Family Development Follow-up to review SLO concerns (since originator Sunshine Giesler is no longer here).	Motion to approve: Lynn Iwamoto Seconded: Laura Franklin CAC Committee Voted: Aye Motion to approve: LaRon Johnson (for Prereqs) Seconded: Laura Loop CAC Committee Voted: Aye
ORNH 51	Introduction to Ornamental Horticulture I “Reason for proposing or revising” is not clear.	Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: Aye Motion to approve: Lynn Iwamoto (for Prereqs) Seconded: Rachel Whitworth CAC Committee Voted: Aye

<p>ORNH 52</p>	<p>ORNH 52: Introduction to Ornamental Horticulture II</p> <p>“Methods of Evaluation” (MoE) documentation is needed for this course so ORNH 52 can be submitted to the State. “Reason for proposing or revising” is not clear. Objective 5 or 6 needs to be deleted, as they are the same statement.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>Motion to approve: Lynn Iwamoto (for Prereqs) Seconded: Rachel Whitworth CAC Committee Voted: Aye</p>
<p>Discussion Agenda</p>	<p><i>Accreditation preparation</i></p> <p>Catherine Webb asked that we review/read the Standard 2A document she passed out last week. She will have a Guide Book for us to review next week. CAC should be updating the CAC Faculty Handbook (best practices for curriculum updates). She also presented some site visit information and what we can expect.</p>	
<p>Discussion Agenda (cont’d)</p>	<p><i>Courses which are eligible for Credit by Exam (CBE); we need to start checking course outlines to make sure that the issue is addressed in CurricUNET.</i></p> <p>Michael Gilmartin suggests we check the 2011 Counseling List of CBE courses (3 pages of courses) against our single page list (35 courses) so that Gamble can send faculty email request to confirm or change the CBE course list. Once we know which courses faculty want to offer as CBE courses, we can update both CurricUNET and SIS.</p>	
<p>Discussion Agenda (cont’d)</p>	<p><i>BIOL 32; Prerequisite and Corequisite designation (resolve)</i></p> <p>It has been suggested by CAC (with Gamble Madsen, He Seon</p>	

Ihn, LaRon Johnson) that the BIOL 32 Pre/Corequisite be put back the way it was previously:

Requisites/Advisories		
Edit/Delete	Requisites	Analysis
  	Pre/Corequisite BIOL 31	Requisite Analysis
  	Basic Skills Advisory Eligibility For: ENGL 111 AND 112 or ENSL 110 AND 155 1. Complete written assignments that require paragraph development and well-organized thoughts. 2. Complete essay examination questions. 3. Read and summarize excerpts from textbooks and periodicals. 4. Analyze and distinguish between opinions and facts in class assignments. 5. Take class notes.	Requisite Analysis
		Add Finish

Since this current BIOL 32 Course Revision has no Pre/Corequisite listed at the present time:

Requisites/Advisories		
Edit/Delete	Requisites	Analysis
	Basic Skills Advisory Eligibility For: ENGL 1A	Requisite Analysis
		Unlock

Next meeting: September 21, 2016 Location: BMC 206