

Curriculum Advisory Committee
Meeting minutes: MPC.EDU

DATE: September 21, 2016 LOCATION: BMC 206 @ 3:00-5:00pm

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
	Vacant, CurricUNET		Kiran Kamath, Vice President of Academic Affairs

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Sara Metz/Gamble Madsen/Kim Kingswold

Agenda Item	Discussion / Comments	Action
Announcements	Public Comments (Agenda item III.) Read by Gamble Madsen	
Comments from Visitors		
Visitors Present	David Brown, DJ Singh, Lyndon Schutzler	
Approval of September 21, 2016 Agenda	Corrections noted: none	Motion to approve: Beth Penney Seconded: Laura Loop CAC Committee Voted: Aye
Approval of Sept 14, 2016 Minutes	No corrections	Motion to approve: Lynn Iwamoto Seconded: Fred Hochstaedter CAC Committee Voted: Aye

<p>Consent Agenda</p>	<p>Deletions: Effective Fall 2017 Courses: CSIS 45, CSIS 51A, CSIS 55, CSIS 56, CSIS 71, CSIS 110, CSIS 111, CSIS 112, CSIS 113, CSIS 180, CSIS Program: Essential Computer Skills (Cert. of Training) MEDA 270A, MEDA 270B Technician Corrections Minor Corrections Non-Substantial Changes Urgent <u>Kim Kingswold</u>: Since MEDA courses were removed from 2016-2017 Catalog, course deletions could be effective sooner than Fall 2017. <u>Michael Gilmartin</u>: Said to keep these deletions for Fall 2017.</p>	<p>Motion to approve: Catherine Webb Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>CSIS 83A (DE Revision)</p>	<p>Microsoft Client Operating System</p> <p>This has to be for Spring 2018 (since New Course Proposal CSIS 83A was already approved in SIS for Fall 2017).</p> <p><u>He Seon Ihn</u>: GEO for course will not be approved until April 2017, but it appears in the SLOs. He Seon will resolve this by deleting the GEO in the SLOs <u>IF</u> this course is not approved for this GEO in April 2017. <u>Kim Kingswold</u>: MoE doc attached for this course does not match objectives for this course. DJ Singh was made aware and he can resolve this by editing/mapping the Methods of Evaluation on the CurricUNET objectives screen (or a new corrected MoE doc could be attached).</p>	<p>Motion to approve: Fred Hochstaeder Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p> <p>DE Motion to approve: LaRon Johnson Seconded: Beth Penney CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: (no pre-reqs)</p>
<p>FPTC 100 (Course Revision)</p>	<p>Rescue Systems 1 – Basic Rescue Skills</p> <p>For Fall 2017 <u>Fred Hochstaedter</u>: Why are the SLOs not using verbs that show students are performing these actions in addition to learning them. <u>Lynn Iwamoto</u>: "Analyze AND APPLY... appropriate techniques" <u>Fred Hochstaedter</u>: Lynn's suggestion will work well for first 3 SLOs. <u>He Seon Ihn</u>: A justification/rationale for decreasing/changing units would be useful; Kim has to input rationale for the State. <u>David Brown</u>: Units changed per State curriculum changes. Calif. State Fire Marshal's Office requires pre-requisite; students bring certificate.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>Added Non-Course Prereqs Motion to approve: Catherine Webb Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>FPTC 102 (New Course)</p> <p>(TABLED)</p>	<p>Firefighter Academy I – Academy Observation and Certification Assessment</p> <p>For Fall 2017 <u>Beth Penney</u>: Does the State mandate/determine whether "1" should be "One" or "I"?</p>	<p>TABLED</p>

	<p><u>David Brown</u>: Will confirm, do not think there is a standard. <u>Kim Kingswold</u>: For this case, "I" will keep catalog consistent since there is FPTC 106 'Firefighter Academy II – Advance Firefighting' already in catalog. <u>David Brown</u>: Pass/no pass; prep for assessment, primarily</p>	
FPTC 105A (New Course) (TABLED)	<p>Firefighter I Academy For Fall 2017</p>	TABLED
FPTC 105B (Course Revision) (TABLED)	<p>Firefighter I Academy Lab For Fall 2017 <u>Fred Hochstaedter</u>: Objectives, content seem very similar to A; should say in description they are co-requisites. <u>Michael Gilmartin</u>: California regulations make it two classes; separated based on schedule hours and TBA hours. <u>David Brown</u>: Maybe "Firefighter 1 Academic Application" <u>LaRon Johnson</u>: Do they get the same grade in both classes? <u>Dave</u>: Yes <u>David Brown</u>: Will remove FPTC 102 as co-requisite</p>	TABLED
FPTC 213 (Course Revision) (TABLED)	<p>Fire Technology Skills and Knowledge Modules For Fall 2017 <u>David Brown</u>: Want to make sure variable unit and non-credit are available depending on what State requires in future. <u>Laura Loop</u>: Are units or hours important? <u>David Brown</u>: Will rework max hours</p>	TABLED
MATH 262 (Course Revision)	<p>Plane Geometry For Fall 2017 <u>LaRon Johnson and Lynn Iwamoto</u>: It was determined that the Basic Skills Advisory should be changed to a course (ENGL 111 OR ENSL 110 AND ENSL 155).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye Added Prereqs Motion to approve: Rachel Whitworth Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
MATH 263 (Course Revision)	<p>Intermediate Algebra and Coordinate Geometry For Fall 2017 Change requisites to match those of MATH 262: ENGL 111 OR ENSL 110 AND ENSL155 - This is not an option in CurricUNET (without ENGL 112) so will probably need to remove Basic Skills Advisory and make this simply a Course Advisory (?)</p>	<p>Motion to approve: Catherine Webb Seconded: Laura Loop CAC Committee Voted: Aye Added Prereqs Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: Aye</p>

<p>NURS 52A (Course Revision)</p>	<p>Nursing I For Fall 2017 <u>Laura Loop</u>: Added NURS 204 as co-requisite during meeting.</p>	<p>Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye Changed Prereqs Motion to approve: Rachel Whitworth Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>NURS 52B (Course Revision)</p>	<p>Nursing II For Fall 2017 <u>Laura Loop</u>: Added NURS 205 as co-requisite during meeting.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Laura Loop CAC Committee Voted: Aye Changed Prereqs Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>NURS 52C (Course Revision)</p>	<p>Nursing III For Fall 2017 <u>Laura Loop</u>: Added NURS 206 as co-requisite during meeting.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye Changed Prereqs Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>NURS 52D (Course Revision)</p>	<p>Nursing IV For Fall 2017 <u>Laura Loop</u>: Added NURS 206 as co-requisite during meeting.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye Changed Prereqs Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: Aye</p>
<p>NURS 65 (Course Revision)</p>	<p>Nursing Role Transition For Fall 2017 <u>Michael Gilmartin</u>: Unable to remove fourth SLO about critical thinking—need to contact CurricUNET - <u>No Prereqs</u>; only a Non-Course Limitation</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>

NURS 65L (NEW Course)	Nursing Role Transition Lab For Fall 2017 <u>No Prerequisites</u> ; only a Non-Course Limitation	Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye
NURS 160L -Renamed from NURS 160A (Course Revision)	Role Development for Nursing Students – Guided Laboratory For Fall 2017 <u>No Prerequisites</u> ; added non-course limitation and removed prerequisite NURS 160	Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye
NURS 204 (Course Revision)	Supervised Nursing Skills Lab I For Fall 2017	Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye SAME Prereqs Motion to approve: Rachel Whitworth Seconded: LaRon Johnson CAC Committee Voted: Aye
NURS 205 (Course Revision)	Supervised Nursing Skills Lab II For Fall 2017	Motion to approve: Rachel Whitworth Seconded: Laura Loop CAC Committee Voted: Aye SAME Prereqs Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: Aye
NURS 206 (Course Revision)	Supervised Nursing Skills Lab III For Fall 2017	Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye SAME Prereqs Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye
NURS 207 (Course Revision)	Supervised Nursing Skills Lab IV For Fall 2017	Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye SAME Prereqs Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: Aye

PHED 32.4 (Course Revision)	Intercollegiate Cross Country – Women and Men For Fall 2017 <u>No Prerequisites</u>	Motion to approve: Fred Hochstaedter Seconded: Beth Penney CAC Committee Voted: Aye
Discussion Agenda (TABLED)	Accreditation preparation (Catherine Webb and group) For October 10-13, 2016	TABLED FOR OCTOBER 5
Discussion Agenda (TABLED)	Credit by Exam courses Equivalency by Exam courses Are they the same? Are they different? If they are different, do we need two different lists and is there a way to track Equivalency by Exam courses in CurricUNET, SIS, or with the State?	TABLED FOR OCTOBER 5
Discussion Agenda (TABLED)	Curriculum Handbook revision; CAC member assignments	TABLED FOR OCTOBER 5
Discussion Agenda: ADDED	He Seon wanted to talk about discipline changes in CurricUNET and SIS <u>He Seon Ihn</u> : Wasn't here when new discipline discussion happened; ARTP changed to ARPT; change wasn't done as a revision, so no history ARPT used to be ARTP; this is a database that needs history of all the courses in the system. <u>Michael Gilmartin</u> : Changed disciplines of 75 courses in the wrong discipline; corrected so instructors will meet the appropriate minimum qualifications; minimum qualifications have to be at the discipline level, which we historically have not used. This was something that needed to be done as soon as possible in CurricUNET. Michael said there is a plan to restore the history in CurricUNET but at this time, we did not have time for that.	
	Next meeting: October 5, 2016 Location: BMC 206	