

**Curriculum Advisory Committee  
Meeting minutes: MPC.EDU**

**DATE: October 5, 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

<b>Agenda Item</b>	<b>Discussion / Comments</b>	<b>Action</b>
<b>Announcements</b>	<p>Public Comments (Agenda item III.) Read by Gamble Madsen</p> <p><b>Gamble</b> called meeting to order at 3:10pm.</p> <p><b>Michael:</b> There are many problems recently with CurricUNET, and we're working with Governet to solve them. The biggest problem is with the DE form (it was asking for the wrong url when users clicked on the link). We're now asking people to put the DE form on a separate Word document and attach to the proposal; the DE committee will look at it by hand.</p> <p><b>Lynn:</b> Another issue: in CurricUNET, the originator has to hit the revise button; co-contributors cannot revise.</p> <p><b>Michael:</b> Several people have launched courses that then disappear; Governet has to find it. Michael will try to find those that didn't launch, but instructors should check to see if courses are reaching the division chair.</p>	

	<p><b>Michael:</b> Went to CCCAEO last week and attended workshops on curriculum; the State is implementing a new system in March. We can choose to migrate in December, February, or March (26 colleges have already volunteered to migrate in Dec). The State will migrate whatever we have, so we don't have to fix anything; hopefully the new system will upload automatically to the State, and will save us time.</p> <p><b>Michael:</b> The Academic Senate is holding a few workshops on minimum qualifications (one at Woodland College) and non-credit courses (the State is pushing to develop more non-credit courses). Michael asked the Senate VP about repeatability, was told the College should develop non-credit programs that will act as supplements to credit courses and provide updated info (no need to retake course for credit); ultimately, that means less money for the College if we focus on non-credit; technical assistance can be provided.</p> <p><b>Michael:</b> We extended the deadline for faculty to submit courses or programs (that would start Fall 2017) in CurricUNET to October 17, 2017; will send email later today</p> <p><b>Fred:</b> Our Academic Senate president, Heather Craig, invited the State Academic Senate to visit in November to discuss equivalency issues; a few people may have already signed up for the events Michael mentioned.</p>	
<b>Comments from Visitors</b>		
<b>Visitors Present</b>	David Brown, Sara Metz (minutes)	
<b>Approval of October 5, 2016 Agenda</b>	<p><b>Corrections noted:</b> none</p> <p>(Removed FPTC 213 from original/posted agenda; revised agenda presented to the group includes non-substantial changes; no changes to revised agenda)</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth</p> <p>CAC Committee Voted: <b>Aye</b></p>
<b>Approval of Sept 21, 2016 Minutes</b>	<b>Changed</b> wording in MATH 263 section from "(ENGL 111 AND ENSL 110 OR ENSL 155)" to "(ENGL 111 OR ENSL 110 AND ENSL 155)"	<p>Motion to approve: Lynn Iwamoto Seconded: Beth Penney</p> <p>CAC Committee Voted: <b>Aye</b></p>

<p><b>Consent Agenda</b></p>	<p><i>Deletions: Effective Fall 2016</i>  Courses: ECED 76B, INDS 425, PERS 461</p> <p><i>Deletions: Effective Fall 2017 (none)</i>  <i>Technician Corrections (none)</i>  <i>Minor Corrections</i>  PERS 10: Add “MPC College Catalog” as a textbook per UC TCA resubmission requirement; UC TCA effective Fall 2016 if approved  <b>He Seon:</b> Was rejected by the UCOP (UC Office of the President) for this reason; need to submit UC TCA by October 10 to UCOP (UC Office of the President).</p> <p>ENGL 111: Approval needed for Distance Education (course revision approved 7/20/16)</p> <p>MATH 263: Approval needed for Distance Education (course revision approved 9/21/16)</p> <p><i>Non-Substantial Changes</i>  ETNC 10: Change in title from “Introduction to Ethnic Studies” to “Introduction to Social Justice” to align with C-ID SJS 110.  PFIT 2, 6, 7, 8 10A, 10B, 20: Change hours from TBA to Scheduled  <b>Kim:</b> Should PFIT 9 be included, too?  <b>Michael:</b> PE wanted to keep some PFIT classes TBA.</p> <p><i>Urgent (none)</i></p>	<p>Motion to approve: Fred Hochstaedter  Seconded: Rachel Whitworth</p> <p>CAC Committee Voted: <b>Aye</b></p>
<p>EMMS 170A  (New Course)</p>	<p>Emergency Medical Technician 1 – Basic Training</p> <p>For <b>Fall 2017</b></p> <p><b>Gamble:</b> We will consider EMMS 170A and 170B together  <b>David:</b> 170A intertwines with the basic academy, includes skills; 170B includes clinical time, riding in ambulances, etc; goal is to pass the National Registry Test.  <b>LaRon:</b> What if students do not pass the exam? Do they have to go through a petition process to repeat the class?  <b>Dave:</b> Yes, and they will need to petition to repeat both classes.</p>	<p>Motion to approve: Fred Hochstaedter  Seconded: LaRon Johnson  CAC Committee Voted: <b>Aye</b></p> <p><b>Requisites</b> Motion to approve: Lynn Iwamoto  Seconded: Laura Loop  CAC Committee Voted: <b>Aye</b></p>

	<p><b>Gamble:</b> We will need to give more detail to the class assignments; LaRon can help offer more descriptive detail.</p> <p><b>He Seon:</b> In 170B, the CPR certification is in the limitation, but it's in the pre-requisite section in 170A.</p> <p><b>Dave:</b> Can delete from 170B, since 170A is a pre-req and would be required as part of registering for that class.</p> <p><b>Laura F:</b> Is there a material fee as part of the class?</p> <p><b>Dave:</b> Yes, but we haven't determined how or where they will pay.</p> <p><b>Michael:</b> Should be collected as part of registration.</p> <p><b>Laura:</b> Registration does not currently collect it; will the vendor take care of it? Will the material fee show up in the catalog/schedule?</p> <p><b>Dave:</b> Haven't decided yet who/when will collect.</p> <p><b>Michael:</b> The material fee does show up in the catalog/schedule.</p>	
<p>EMMS 170B (Course Revision)</p>	<p>Emergency Medical Technician 1 – Basic Training <del>Lab</del> <b>Application</b></p> <p>For <b>Fall 2017</b></p> <p><b>Gamble: Correction:</b> Change title from “Lab” to “Application” on the agenda (agenda was wrong and CurricUNET was right).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: <b>Aye</b></p> <p><b>Requisites</b> Motion to approve: Seconded: CAC Committee Voted: <b>Aye</b></p>
<p>FPTC 101 (New Course)</p>	<p>Introduction to Basic Firefighter I Academy</p> <p>For <b>Fall 2017</b></p> <p><b>Dave:</b> We have several students who want to do the full academy, only to find out it's not for them; also intended to help under-served populations (females) see if the full program is for them; they will complete a self-assessment to determine their aptitude for the academy; the course will focus on physical fitness and discussions.</p> <p><b>Beth:</b> The terminology “firefighter” is one word in some places, two words in others; capitalized in some places but not others.</p> <p><b>Dave:</b> Will change it right now.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Laura Loop CAC Committee Voted: <b>Aye</b></p> <p><b>No Requisites</b></p>

FPTC 102 (New Course)  <b>(TABLED from last meeting)</b>	Firefighter Academy I – Academy Observation and Certification Assessment  For <b>Fall 2017</b>  <b>Dave:</b> Worked with Fred to update the SLOs.	Motion to approve: LaRon Johnson Seconded: Fred Hochstaedter CAC Committee Voted: <b>Aye</b>  <b>Requisites</b> Motion to approve: Laura Loop Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b>
FPTC 105A (New Course)  <b>(TABLED from last meeting)</b>	Firefighter I Academy  For <b>Fall 2017</b>  <b>Lynn:</b> Is it OK objectives for 105A and 105B are the same? <b>Fred:</b> Since they’re co-requisites and the student gets the same grade for both classes, it’s okay to me. <b>LaRon:</b> Should FPTC 101 be added as an advisory? <b>Dave:</b> Yes, will add since that’s the purpose of creating FPTC 101. <b>Lynn:</b> Should add that it’s part of a two-class set in description.	Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: <b>Aye</b>  <b>Requisites</b> Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b>
FPTC 105B (Course Revision)  <b>(TABLED from last meeting)</b>	Firefighter I Academy <del>Lab</del> <b>Application</b>  For <b>Fall 2017</b>  <b>Gamble: Correction:</b> Change title from “Lab” to “Application” on the agenda (agenda was wrong and CurricUNET was right).	Motion to approve: Laura Loop Seconded: LaRon Johnson CAC Committee Voted: <b>Aye</b>  <b>Requisites</b> Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b>
NURS 54 (New Course)	Nursing I Accelerated  For <b>Fall 2017</b>  <b>Laura L:</b> To comply with Senate Bill 466 which requires	Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b>  <b>Requisites</b> Motion to approve: Lynn

	registered nursing programs to have a mechanism to give credit in the field of nursing for previous education, including military education and experience. NURS 54 and NURS 55 together equal NURS 52A, allowing those who qualify to earn credit by exam for a portion of the first semester of the nursing program.	Iwamoto Seconded: LaRon Johnson CAC Committee Voted: <b>Aye</b>
NURS 55 (New Course)	Applied Foundations of Nursing  For <b>Fall 2017</b>	Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b>  <b>Requisites</b> Motion to approve: Rachel Whitworth Seconded: Laura Loop CAC Committee Voted: <b>Aye</b>
<b>Discussion Agenda</b>  (TABLED from last meeting)	Accreditation preparation (Catherine Webb not able to attend the meeting)  <b>Michael:</b> A couple people will probably come to our meeting; 6 years ago, they sat through the meeting, then had comments and questions; they may leave halfway through. It's not surprising if they ask questions; last time, they noticed we weren't doing something correctly and pointed it out; need to run the meeting as we normally do, and show them how we approve curriculum. <b>Fred:</b> Just a reminder that the right answer is the honest answer; "I don't know" is the right answer if you don't know; they may be interested in incorporating outcome assessment in the curriculum approval process. <b>Gamble:</b> As Catherine suggested previously, review standard 2A.	
<b>Discussion Agenda</b>  (TABLED from last meeting)	CSIS 12: pre-requisites, issues with TMC  <b>Michael:</b> There are several issues, some perhaps related to CurricUNET that need to be resolved before we discuss this in CAC.	
<b>Discussion Agenda</b>	Credit/Equivalency by Exam courses	

<p><b>(TABLED from last meeting)</b></p>	<p><b>Michael:</b> On units/hours page, there's a box you can check, but I don't believe a lot of people are paying attention. We don't have a good list of which courses use credit by exam. We need to be sure this is being selected for submitted courses in the future; if something isn't checked, we need to ask the question since people may leave it as "no" by default. The list Student Services is using is from 2011, which is different than the list we get from CurricUNET; we could send out an all-users email but it's easier to speak directly to the divisions; if not checked, Laura Loop should check with the originator to see if that was purposeful. Right now, we've created a difficult situation for students whose teachers approve them to get credit by exam, then counseling tells them we can't. We need to correct the list ASAP.</p> <p><b>Kim:</b> Catherine and I looked at the list from counseling, but it's "challenged" by examination; LIBR 50 is "equivalency" by exam, not credit.</p> <p><b>Michael:</b> LIBR 50 is a proficiency exam, not a credit exam.</p> <p><b>Kim:</b> So "challenged by exam" is the same thing as "credit by exam"?</p> <p><b>Laura L:</b> I understood that credit by exam goes on a student's transcript and the student then pays for credit, "challenged" doesn't show up on the transcript.</p>	
<p><b>Discussion Agenda</b></p> <p><b>(TABLED from last meeting)</b></p>	<p>Curriculum Handbook revision; CAC member assignments</p> <p><b>Gamble:</b> We need to divide up the sections, since it needs to be rewritten.</p> <p><b>Michael:</b> We've been focusing a lot on the CurricUNET handbook instead of this one.</p> <p><b>Gamble:</b> I'll go through, consult with Michael, then determine what needs to be done/revised.</p> <p><b>Gamble</b> ended meeting at 4:30pm.</p> <p><b>Gamble:</b> Lots of courses at the tech review level, I encourage people to review so we have classes to discuss next week while the Accreditation team is on-campus.</p>	

	<b>Next meeting: October 12, 2016 Location: BMC 206</b>	
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