

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

DATE: October 12, 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
✓	Sara Metz, Administrative Assistant		

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 Called to order by Gamble at 3:10pm; she announced members of the Accreditation team will be visiting around 3:30pm.	
Comments from Visitors		
Visitors Present	David Brown (FPTC), Carol Karian (ECED), Dr. Kay Nguyen (Accreditation Team), Dr. Bobbi Villalobos (Accreditation Team)	
Approval of October 12, 2016 Agenda	Corrections noted: - Discussion agenda was moved to before the consent/action agenda to accommodate visiting Accreditation members.	Motion to approve: Rachel Whitworth Seconded: Lynn Iwamoto CAC Committee Voted: Aye

<p>Approval of October 5, 2016 Minutes</p>	<p>Laura L: Correction for Nursing 54: should say to comply with “Senate” bill, not “State” bill .</p> <ul style="list-style-type: none"> - From the email Laura sent: “To comply with Senate Bill 466 which requires 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.” 	<p>Motion to approve: Laura Loop Seconded: Lynn Iwamoto</p> <p>CAC Committee Voted: Aye</p>
<p>Consent Agenda</p>	<p><i>Deletions: Effective Fall 2017</i> Courses: ENGR 50, ENGR 52</p> <p><i>Technician Corrections (none)</i> <i>Minor Corrections (none)</i> <i>Non-Substantial Changes (Effective for Fall '16 Supplemental)</i> ARCE 1, ARCE 1A, ARCE 2A, ARPN 60 (also known as ARTS 60), ARPT 12A, ARTB 2, ARTB 3, ARTB 4, ARTD 1A, ARTD 40, ARTD 40A, ARTD 41A, ARTD 42A, ARTD 43A, ARTD 80, ARTP 11A, ARTP 11B, ARTP 11C, ARTP 15, ARTP 25, ARTP 27, ARTP 55, ARTP 56, ARTP 57, ARTS 10A, ARTS 40A: Revisions to hours format (1 Lecture hours + 5 Studio hours - Change to 6 Studio hours to equal 3 Carnegie units for all courses)</p> <p><i>Urgent (none)</i></p> <p>Gamble noted that non-substantial changes will be effective for Spring 2017.</p>	<p>Motion to approve: Catherine Webb Seconded: Rachel Whitworth</p> <p>CAC Committee Voted: Aye</p>
<p>Discussion Agenda</p>	<p><i>Conversation with Accreditation Team members</i> Dr. Kay Nguyen and Dr. Bobbi Villalobos from the Accreditation Team are present and here to observe. They said they had no questions for us.</p>	

<p>Discussion Agenda</p>	<p><i>Curriculum Handbook revision; CAC member assignments</i> Gamble requested members to volunteer to revise sections in the Curriculum Handbook that they might be most helpful for. Michael: We can include extra sections if anyone has other ideas; it's important to have an updated document (due to new PCAH-Program and Course Approval Handbook) that includes the new processes (it was a paper process when the current handbook was written). He emphasized this is about developing courses/curriculum, not using CurricUNET--there's another handbook for that; the glossary is also important for those unfamiliar with terms. Gamble: Flowcharts and timelines are useful/beneficial; it will also be helpful to incorporate the catalog timeline. Kiran: When was this last updated? This may predate AS-T's and AT-T, and that might be another thing we'd need to include Michael: It's several years old, possibly last revised in 2005/2006; there are two Section III sections because one was originally for CTE. Catherine: Suggests sketching an outline/table of contents and determining what's missing; maybe we should look for models of comparison from other colleges (she volunteers to look for model handbooks) or put out a call on the listserv. Michael: Also, we need to make sure everyone has a copy of the PCAH, which should be out in the next few weeks.</p>	
<p>CSIS 76A (DE Revision)</p> <p>For Fall 2017</p>	<p>Networking Fundamentals</p> <p>Gamble (email from DJ): The changes are to align the class with the new CISCO certification and allow the department to teach in new hybrid format. He Seon: The GEO is not there. LaRon: Is Richard Abend responsible for checking the GEO as part of the tech review? Michael: The GEO was in the course originally, but it didn't carry over for some reason in the revision; we should be able to carry it over; we can approve it, pending the inclusion of the GEO(s).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p> <p>SAME Advisories and (NO) Pre/Co-reqs</p> <p>DE Motion to approve: Catherine Webb Seconded: Beth Penney CAC Committee Voted: Aye</p>

	<p>Rachel: The current objectives are listed twice; will delete the duplicates.</p> <p>Laura L: Verified DJ did not intend for this to be Credit by Exam.</p> <p>He Seon: In the DE form, only hybrid is checked, not online; we need to select the online format.</p> <p>He Seon: In the cover sheet, the reason for proposing says: change of units to align with “model curriculum” (doesn’t match with the info from the email); this might be another carry over since, according to course comparison, there’s no content change except the units and hours.</p> <p>Gamble will carry over the language from A2.</p>	
<p>DANC 19A (New Course)</p> <p>For Fall 2017</p> <p>TABLED</p>	<p>Salsa Dance I</p> <p>Fred: On the outcomes for this course, there’s one GEO. He’s concerned with the second SLO, “recognize the cultural significance of salsa dance styles and the associated music at a beginning level” – we’re unable to evaluate this, and the course’s purpose is not supported by the objectives in the lecture/lab content (there’s little content in those areas that speaks to culture).</p> <p>Gamble referenced an objective about sociocultural importance in the community and the three different geographic styles.</p> <p>Fred suggested a larger part of the course be related to cultural important since half of the SLO’s are about cultural significance,</p> <p>LaRon: If, for example, there are 4 SLOs, is 25% of the class dedicated to that SLO? Might be easiest to remove the second SLO since the class is primarily about the first SLO—teaching the dancing.</p> <p>Fred: In regards to the proportion of the class and the number of SLOs, it’s more about if there’s a significant portion of the class devoted to the SLO; these are things we’re expected to evaluate. He agrees the SLOs would be fine if we removed the second SLO.</p> <p>Fred: Is this a part of a program?</p> <p>Michael: This will be an elective in the Dance program; Lyndon will submit a program change soon.</p>	<p>TABLED</p>

	<p>Fred: Should we discuss how many electives should be available for a program?</p> <p>Laura L: The reason for proposing could include why the program needs this particular group of electives.</p> <p>Gamble: It would be beneficial to table this course to see it in relation to the program changes.</p>	
<p>DANC 19B (New Course)</p> <p>For Fall 2017</p> <p>TABLED</p>	<p>Salsa Dance II</p> <p>Kim: The last two Objectives don't have the Methods of Evaluation (MoE's) mapped.</p>	TABLED
<p>ECED 1 (DE Revision)</p> <p>For Fall 2017</p>	<p>Child Growth and Development</p> <p>Rachel: Requisite analysis issues will need to be resolved with Caroline Carney.</p> <p>Michael: This course is revised to align with the Curriculum Alignment Project- created for all the CA colleges so students can go back and forth among colleges.</p> <p>Fred: It seems silly to vote on the DE portion if no one is reviewing; maybe in the revised handbook, we should accept DE recommendations as-is or receive some kind of training.</p> <p>Catherine: Maybe Jaye Luke should provide a formal recommendation.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p> <p>SAME Advisory and (NO) Prereqs</p> <p>DE Motion to approve: Catherine Webb Seconded: Beth Penney CAC Committee Voted: Aye</p>
<p>FPTC 213 (Course Revision)</p> <p>For Fall 2017</p>	<p>Fire Technology Skills and Knowledge Update (for full-time firefighters)</p> <p>David: The Chancellor's Office has new standards for ISA's; they wanted us to split the class and have one option for lower hours (for reserve volunteers—213A) and a higher hour option for full-time firefighters (213); we used to have non-credit course with variable hours.</p> <p>Kim: Should we create a different title/description for 213 and 213A?</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: Aye</p> <p>(Updated Non-Course) Prereqs Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p> <p>Approval as stand-alone course Motion to</p>

	<p>LaRon: Can students take both classes? David: Eventually, yes LaRon: Can we change the course number to avoid confusing students who think it's the same class? David: Yes, I will change FPTC 213A to FPTC 214. Laura: The TBA hours are still too high. David: I had difficulties removing the TBA hours.- Gamble went in and removed the lecture TBA hours in CurricUNET. Dave will differentiate the descriptions of the two courses.</p> <p>Michael: It's a stand-alone course; it would be a good recommendation to vote on it as a stand-alone course, as this provision will be included in the new PCAH.</p>	<p>approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>SPCH 3 (Course Revision) For Fall 2017</p>	<p>Interpersonal Communication</p> <p>Gamble (email from Diane): Revised because they wanted to create a more diverse pool of potential teachers. Michael: We now have a "second" discipline box in CurricUNET; if a department wants to have a second discipline in their course, both disciplines have to approve it; CAC adjudicates any disagreements in the future. Laura L: It's not cross-listed, though? Michael: No, we're saying a course can be in two different disciplines (someone qualified to teach in one of the disciplines can thus teach in the second discipline). He Seon: Have we added a second discipline field in SIS? Michael: No, but we will need to add one. He Seon: The course advisory was changed to a prerequisite; also, we shouldn't have removed ENSL 155. Beth: Correct, ENSL 155 should not be removed; it needs to say ENSL 110 AND ENSL 155. ENGL 112 was removed since reading and writing were combined. He Seon: If Diane's deleting the advisory, it needs to be included as part of the rationale. Gamble: We need to confirm with Diane what was changed in the advisories/pre-reqs (and confirm what they "should" be).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p> <p>(Changed) Prereqs Motion to approve: LaRon Johnson Seconded: Catherine Webb CAC Committee Voted: Aye</p>

	Kim: Before, the course had Prereqs of ENGL 111 OR ENSL 110, and Advisories of ENGL 112 OR ENSL 155.	
NURS (<u>Program</u> Revision) For Fall 2017	<p>Nursing - Associate in Science (Career Technical)</p> <p>Laura L: Can't open the course blocks to show the changes. Michael: Will have to call CurricUNET to fix this issue.</p> <p>Kim's after note: If you download the AFR or the WR documents for this program in CurricUNET, you can see the course blocks that way.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
	Next meeting: October 19, 2016 Location: BMC 206	