

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

DATE: November 16, 2016 LOCATION: BMC 206 @ 3:00-5:00pm

Attendees:

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

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Jill Ostrie/Gamble Madsen/Kim Kingswold

Agenda Item	Discussion / Comments	Action
Announcements	Public Comments (Agenda item III.) Read by Gamble Madsen	
Comments from Visitors		
Visitors Present	None	
Approval of November 16, 2016 Agenda	Corrections noted:	Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye

<p>Approval of November 9, 2016 Minutes</p>	<p>Corrections noted:</p> <p>Catherine noted on page 9 of the minutes under HOSP Program “Hotel Operation – Certificate of Training” that she and Molly made the requested updates in the meeting. This is also the case for HOSP Program “Sustainable Hospitality Management – Associate in Science.”</p> <p>Laura noted on page 3 where the minutes have “Laura mentioned that a process needs to be built to make this easier,” it should state that a process needs to be built so that the originator is notified when the course meets the criteria.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Laura Loop</p> <p>CAC Committee Voted: Aye</p> <p>Rachel Whitworth abstained.</p>
<p>Consent Agenda</p>	<p><i>Deletions: Effective <u>Fall 2017 (none)</u></i> <i>Technician Corrections (none)</i> <i>Minor Corrections (none)</i> <i>Non-Substantial Changes</i> <i>Urgent (none)</i></p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson</p> <p>CAC Committee Voted: Aye</p>
<p>Discussion Agenda</p>	<p>None.</p>	
<p>ANAT 1 (DE Revision) For Fall 2017</p>	<p>Human Anatomy</p> <p>Gamble sent comments to Heather. This revision is to create an online course. Still need to map methods and objectives.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p> <p>DE Motion to approve: Laura Loop Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>

<p>ANAT 5 (DE Revision)</p> <p>For Fall 2017</p>	<p>Basic Human Anatomy and Physiology</p> <p>Catherine asked about the labs for this course since it is online. Fred noted that the SLOs and objectives could be improved. He communicated the issues and has not heard back. Won't move forward until taken care of...</p> <p>Kim asked if it is DE Online and/or Hybrid? Gamble believes this course is fully online, however the lab includes using a microscope, which is confusing. Fred suggested we should table this course for now since there are a variety of issues.</p>	<p>Tabled</p>
<p>BIOL 32 (Revision)</p> <p>For Spring 2017</p>	<p>Environmental Science Laboratory</p> <p>This course has been in review for a while but now we are ready to approve. All the issues have been addressed. Gamble explained the issues to Kiran and agreed to move forward with Pre/CoRequisite.</p> <p>Kim thinks this course should be for Fall 2017 not Spring. Gamble will check on this. Kim would need Michael's approval to include for Spring 2017.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>Pre/Co Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>ECON 2 (Revision) (DE Revision)</p> <p>For Fall 2017</p>	<p>Principles of Economics – Macro</p> <p>This course has been revised to support a revised MATH 261 course. MATH 261 will be moved to two new courses – 261A and 261B. LaRon noted that it is likely any course that has MATH 261 as a Prereq should be updated. This is correct but currently doesn't happen. Perhaps we could run a report of all courses with MATH 261 as a Prereq?</p> <p>Fred noted SLOs are exemplary.</p> <p>This course was entered into Curricunet as a revision and should be a DE Revision.</p>	<p>Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p> <p>DE Motion to approve: Laura Loop Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: Aye</p>

<p>ECON 4 (Revision) (DE Revision)</p> <p>For Fall 2017</p>	<p>Principles of Economics – Micro</p> <p>Same as ECON 2 above.</p>	<p>Motion to approve: Laura Loop Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>DE Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Laura Loop Seconded: Catherine Webb CAC Committee Voted: Aye</p>
<p>FASH 68 (Revision)</p> <p>For Spring 2018</p>	<p>Flat Pattern Design I</p> <p>He Seon noted that no content has been altered or added. Cynthia says that the content is so general it doesn't need an update. This course adds more garment construction techniques learned from FASH 61.</p> <p>There was a question as to whether FASH 70 had been deleted. The decision was to wait for approval before deletions are put through. Gamble will confirm that the deletion will be created.</p> <p>We will keep Garment Construction 1 even though there will no longer be a Garment Construction 2.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>
<p>FASH 71 (Revision)</p> <p>For Fall 2018</p>	<p>Flat Pattern Design II</p> <p>Same change in unit value to include curriculum in FASH 70.</p> <p>Kim noted that both FASH 68 and 71 are proposed for 2018. Should we put them in for 2017? Gamble will confirm the date.</p>	<p>Motion to approve: Catherine Webb Seconded: Laura Loop CAC Committee Voted: Aye</p>

<p>HLTH 4 (DE Revision)</p> <p>For Fall 2017</p>	<p>Healthy Living</p> <p>Note: There is also another HLTH 4 Course Revision proposal – should that be removed? Jill will confirm we can delete the other one.</p>	<p>Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>DE Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>HOSP 70 (New DE)</p> <p>For Fall 2017</p>	<p>Hospitality Cost Control</p> <p>Gamble sent comments to Molly. Catherine updated the textbook.</p> <p>Kim noted that the Codes/Dates section doesn't have all the information, so Michael will need to update this for Top Codes, Transfer Status, etc... Gamble will follow up with Michael.</p> <p>Beth noted that we need to remove the MPC proficiencies.</p> <p>Fred worked with Molly on SLOs.</p>	<p>Motion to approve: Catherine Webb Seconded: Laura Loop CAC Committee Voted: Aye</p> <p>DE Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: Aye</p>

<p>MUSI 10A (Revision)</p> <p>For Spring 2016?</p>	<p>Music Theory and Musicianship I</p> <p>Gamble noted that she wanted to bring these MUSI classes back because John Anderson's point of view is that the only adjustment was to Units/Hours. However, there are issues with objectives, SLOs and MOEs...</p> <p>Kim noted that the requested start semesters is not correct.</p> <p>Fred noted that this is a process issue of how we will deal with these types of courses. While sympathetic to John's point of view, we decided not approve these before, so not sure why we are looking at them again when requested updates were not made. We need to communicate what the criteria we will look when the only change is a technical one. Rachel noted that she agrees with this. There is no written procedure in place, we are learning as we go. If the changes need to be done quickly, then we do so, but an argument could also be made to take care of everything now. John is adamant that he doesn't want to make any other adjustments now. Kim says she can't send to the State the way it is. Last CAC review was January, 2013.</p> <p>Gamble will tell John that we can't push forward until MOEs are complete. It is confusing when exceptions are made for other courses.</p> <p>LaRon noted that if these courses passed CAC in 2013, why not now? If we push forward will it impact the course with the State? Kim says it will be approved by the State if the MOEs are okay as far as she knows, but she is not sure.</p> <p>Rachel asked what else needs to be updated. SLOs need an update, but SLOs were not looked at as thoroughly in 2013. Fred noted that MUSI 10B and C have never been assessed. The State would be unaware of this.</p> <p>There have been offers to assist John. Gamble may try to meet</p>	<p>Tabled</p>
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	<p>one-on-one to go through and complete.</p> <p>Call to approve pending MOEs mapped to objectives and advisories but decided to Table.</p>	
<p>MUSI 10B (Revision)</p> <p>For Spring 2017</p>	<p>Music Theory and Musicianship II</p> <p>Same as MUSI 10A</p>	Tabled
<p>MUSI 10C (Revision)</p> <p>For Spring 2017</p>	<p>Music Theory and Musicianship III</p> <p>Same as MUSI 10A</p>	Tabled
<p>MUSI 10D (Revision)</p> <p>For Spring 2017</p>	<p>Music Theory and Musicianship IV</p> <p>Same as MUSI 10A</p>	Tabled
<p>PSYC 19 (New Course)</p> <p>For Fall 2017</p>	<p>Introduction to Statistics for Social Sciences</p> <p>Kim asked if these are existing or new cross-listed courses? We are trying to get away from cross-listed courses. These are new, but old new since they have been reviewed before.</p> <p>Rachel noted that they met with MATH department as to what is required, and decided to make an “or” for Prereqs based on the information that MATH gave them.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: Aye</p>

<p>SOCI 19: (New Course)</p> <p>For Fall 2017</p>	<p>Introduction to Statistics for Social Sciences</p> <p>Same as PSYC 19</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: Aye</p>
	<p>Next meeting: November 30, 2016 Location: BMC 206 – discussing GE approvals only. No meeting November 23, 2016.</p>	