

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

**DATE: December 7, 2016 LOCATION: BMC 206 @ 3:00-5:00pm**

**Attendees:**

✓	Richard Abend, Humanities	✓	Laura Loop, Nursing
✓	Kendall Diaz, 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

<b>Agenda Item</b>	<b>Discussion / Comments</b>	<b>Action</b>
<b>Announcements</b>	Public Comments (Agenda item III.) Read by Gamble Madsen	
<b>Comments from Visitors</b>		
<b>Visitors Present</b>	None	
<b>Approval of December 7, 2016 Agenda</b>	<b>Corrections noted:</b>  Fred would like to remove ETNC 6 and THEA 5 from the Consent Agenda.	Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: <b>Aye</b>

<p><b>Approval of November 30, 2016 Minutes</b></p>	<p><b>Corrections noted:</b></p> <p>The minutes were changed based on He Seon's recommendations. When we denied the recommendation for COMM 5, Lynn seconded. Catherine noted the CAC Committee should be listed as Aye for denials, not Nay. Jill will update those items and the group will trust He Seon's comments covered the other issues.</p>	<p>Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p><b>Consent Agenda</b></p>	<p><b><i>Deletions: Effective <u>Fall 2017</u></i></b></p> <p>FASH 70 - based on new courses added Computer Software Applications: Associate in Science Computer Software Applications: Certificate of Achievement</p> <p><b><i>Technician Corrections (none)</i></b> <b><i>Minor Corrections (none)</i></b> <b><i>Non-Substantial Changes</i></b> Courses adding a second discipline: <del>ETNC 6 (BRCT)</del> HLTH 5 (EMMS) LIBR 63 (LIBT) PFIT 22A, 22B, 22C, 22D, 30A, 30B, 30C (COAC) PHED 2A, 2B, 2C, 2D, 5A, 5B, 5D, 5E, 6A, 6B, 6C, 7A, 7B, 12B, 12C, 12D, 12E, 15A, 15B, 15D, 15E, 20.1, 20.2, 20.3, 20.4, 20.5, 20.6, 20.8, 20.9, 20.10, 20.11, 20.12, 29 (COAC) <del>THEA 5 (BRCT)</del> Discussion as to when it is effective to add a second discipline. The courses listed here are effective for Spring 2017, unless the course includes changes other than just adding a second discipline.</p> <p>Beth asked why the COMM course had to go through a more thorough approval if its only change was adding a second discipline? Gamble said she was alerted that this was the only changes to these courses so could easily streamline the process, which was not the case with the COMM course.</p> <p><b><i>Urgent (none)</i></b></p>	<p>Motion to approve: Fred Hochstaedter Seconded: Beth Penney CAC Committee Voted: <b>Aye</b></p>

<p><b>Discussion Agenda</b></p>	<p>Fred discussed how we are adding BRCT as a second discipline to ETNC 6 and THEA 5, when these courses don't discuss how to make a film or video.</p> <p>Beth understood the reason for the second discipline is to allow a teacher not previously qualified to teach these courses.</p> <p>Gamble agrees that someone who only meets BRCT requirements may not be best to teach for ETNC or THEA. While have teachers that don't meet the usual qualifications, these particular teachers are a good fit, so the second discipline is a good way to handle this problem.</p> <p>Michael noted we rely on discipline experts to decide if these teachers are appropriate, and make a note in the course. However, the CAC still has a responsibility to approve this. We may want to have these faculty members come in and discuss this.</p> <p>If we add a second discipline, it will exist in perpetuity regardless of who the teacher is. Gamble will contact the appropriate people to come and discuss this issue with the committee.</p> <p>Fred wanted to clarify why we would have people come into to discuss. Is it to find out if the current person is good fit for teaching a class, or to find out why BRCT should be added as second discipline. The group agreed that we are having people come to discuss the whether BRCT should be added as a second discipline.</p> <p>LaRon wants to know the process of when to have faculty come in and address the committee. Michael has asked that something is entered into Curricunet that says this is a faculty driven recommendation, and then the CAC votes.</p> <p>He Seon asks is there a requirement for the faculty to include a rational?</p>	
---------------------------------	---	--

Fred asked if this is something the CAC should be approving? Is it common for faculty to present at CAC? Gamble offers the faculty the option to come, but this is an unusual situation.

Fred noted we should reach out to Heather Craig and invite her to come for the discussion.

---

There was discussion of next semester and when we can meet again. Gamble would like to meet before the semester starts. There is a March 1<sup>st</sup> deadline for Fall 2017 courses and we have a lot of courses in the pipeline.

Kim asked if there are many new courses? Course revisions that are non-substantial would likely be able to meet the deadline.

Michael mentioned that there is a new process that the Chancellor's office is using. Last Fall we could sign a letter saying a course was a non-substantial change and they would approve. Now they will also include substantial changes, new courses, etc... We sign a letter saying that we follow Title 5 and all other regulations and then the Chancellor's office will approve it, so it will be a faster approval. Only new Programs will take time to approve.

We need to provide training on stand-alone courses and PCAH.

Gamble thinks we need to meet regardless in January. Jan 4 or 11 are the first 2 Wednesdays in the year. Gamble will send an email later on when we will meet.

---

There was discussion of the Action button not being available for comments at the TRC level in the Curricunet approval process. To work around the problem, Gamble has sent comments to the appropriate people and the issues found in the courses have been addressed.

<p>ANTH 30: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Gender in Global Perspective</p> <p>We will discuss this course with ETNC 30 and GWOS 30. This course added a DE option. He Seon noted that the text book is different. Catherine said we should be the most recent one. Catherine fixed this in the meeting. All the cross listed courses use the same.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p>
<p>ARTG 10: (Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Introduction to Computers for Graphic Arts</p> <p>Comments for this course have been forwarded. The Requisite Analysis isn't complete. Gamble will take care of this. There is no MoE. Art courses require them. Called for approval pending those changes.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 2: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Observation and Assessment</p> <p>Group decided to discuss all the ECED courses together and discuss the ECED program separately. Gamble forwarded comments and concerns and they have been addressed.</p> <p>Current courses were out of alignment for acceptance for other schools and for transfer purposes. Also, SLOs, Objectives and text book concerns have been addressed.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 52: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Practicum – Field Teaching Experience</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>

<p>ECED 55: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Child, Family, and Community</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 56: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Teaching in a Diverse Society</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 61: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Health, Safety and Nutrition for the Young Child</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 62A: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Infant and Toddler Development</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>

<p>ECED 63A: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Introduction to Children with Special Needs</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 63B: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Curriculum and Strategies for Children with Special Needs</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 71B: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Administration II – Personnel and Leadership in Early Childhood Education</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ECED 72: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Adult Supervision and Mentoring in Early Care and Education</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>

<p>ECED 80: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Introduction to Curriculum</p> <p>Same as ECED 2.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
<p>ETNC 30: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Gender in Global Perspective</p> <p>Same discussion as ANTH 30.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p>
<p>GWOS 30: (DE Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Gender in Global Perspective</p> <p>Same discussion as ANTH 30.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Rachel Whitworth CAC Committee Voted: <b>Aye</b></p> <p><b>DE</b> Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b></p>

<p>LETP 290: (Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Instructor Development</p> <p>This course went through the approval process a while back and when it got to Kiran's level she sent it back for prereqs. Michael noted that the issues have been addressed.</p> <p>Laura wanted to ask if course is credit by exam. Group didn't think so but Gamble will check.</p> <p>Beth noted that she was not sure what a Basic Skills Advisory non-course is? This course should be Prerequisite non-course, so Gamble changed this in the meeting and will also tell the originator.</p> <p>Kiran asked how the prereq is going to be a gatekeeping mechanism. Discussed SIS and how to enter the prerequisite by limiting enrollment. This is a contract course. Students register through South Bay, so we don't have to worry about it since course isn't through our campus.</p> <p>Methods of Evaluation need an update and Gamble will notify the originator.</p> <p>Michael will attach the letter to the course.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p> <p><b>Prereqs</b> Motion to approve: Beth Penney Seconded: Lynn Iwamoto CAC Committee Voted: <b>Aye</b></p>
---	--	--

<p>ECED (Revision)</p> <p>For <b>Fall 2017</b></p>	<p>Early Childhood Education: Associate in Science</p> <p>Originator made changes based on comments. Gamble in reviewing the course doesn't see the changes. This program revision is to change the units and add 3 new courses. He Seon said her comments have not been addressed. There was a request to clarify Program Block Definitions. He Seon will make the changes in the meeting.</p> <p>The 3 courses are new to the program and are new courses - ECED 100, 101, 102 and all have all been approved for Fall 2017.</p> <p>Michael noted that if you have the right courses in each block the units will be correct.</p> <p>Lynn asked about ECED Adult Supervision, so this was discussed.</p>	<p>Motion to approve: Rachel Whitworth Seconded: Fred Hochstaedter CAC Committee Voted: <b>Aye</b></p>
	<p><b>Next meeting: January, 2017 Location: BMC 206 – specific date to come – likely 4<sup>th</sup> or 11<sup>th</sup> - Block out 4-6 hours (lunch provided)</b></p>	