

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

DATE: January 11, 2017 LOCATION: BMC 206 @ 9:00am-4:00pm

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

Note: Not all Attendees were able to attend for the entire meeting.

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.)	
Comments from Visitors		
Visitors Present	Joel Pickering (MATH), Todd Ritsema (CHEM) – Attended the meeting during the discussion related to their disciplines.	

<p>Approval of January 11, 2017 Agenda</p>	<p>Corrections noted:</p> <p>Discussed how the agenda had some deleted courses listed that were already complete - ECED 76B, MEDA 270A, MEDA 270B. Gamble removed them from the agenda.</p>	<p>Motion to approve: Beth Penney Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>
<p>Approval of December 7, 2016 Minutes</p>	<p>Corrections noted:</p> <p>Reviewed the minutes from our last meeting, in this meeting, since they were not sent out. Fred asked if we requested Heather to attend our meeting today, and Gamble responded that she had contacted her before the holiday. The second discipline issue will be discussed later in this meeting.</p>	<p>Motion to approve: Beth Penney Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
<p>Consent Agenda</p>	<p><i>Deletions: Effective <u>Fall 2017</u></i></p> <p>SSCI 90 (CurricUNET lists effective date as Spring 2015 – updated to Fall 2017)</p> <p>Physical Education Associate in Arts-Transfer Preparation (CurricUNET lists effective date as Fall 2015 – updated to Fall 2017)</p> <p><i>Technician Corrections (none)</i></p> <p><i>Minor Corrections</i></p> <p>CSIS 179A: According to DJ Singh, the requisite in CurricUNET for the new DE course CSIS 179A (for Fall 2017) is wrong. Change Course Advisory from CSIS 177A to: Prerequisite CSIS 177A (or CSIS 177). This was not changed in CurricUNET and that will be required, so discussed whether this will need to be approved again. Kiran and Michael are not attending this meeting, so this is an open issue for now. Kim noted that this is for Fall 2017, so we will need to change the active course or it won't be correct until Spring 2018. He Seon thinks this should be considered a minor correction and be changed in the Active course. Fred moved to do what is required and we do not review</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p>

	<p>again. Group agreed.</p> <p><i>Non-Substantial Changes</i></p> <p>SOCI 40: Course revision proposal (non-substantial: title change) approved at CAC on October 19, 2016 needed to be a DE Revision. DE Revision submitted within CurricUNET and passed to VPAA level by Gamble Madsen December 23, 2016.</p> <p>PFIT 2, 6, 7, 8, 10A, 10B, 10C, 20: the “Open entry/exit” field in CurricUNET will be changed from “YES” to “NO” (per Michael Gilmartin and Joe Nguyen) because of scheduling.</p> <p>Addition of a second discipline only (COAC; effective Fall 2017): PHED 30.1, 30.2, 30.3, 30.4, 30.6, 31.1, 31.2, 31.3, 31.4, 31.5, 32.1 – these are exceptions and will be Active for Spring 2017</p> <p><i>Urgent (none)</i></p>	
<p>Discussion Agenda</p>	<p>Addition of second disciplines – concerns: ETNC 6 and THEA 5 (adding BRCT), LIBR 63 (adding LIBT)</p> <p>Michael and Kiran are not attending this meeting, and Jon mentioned our approval of second disciplines may affect our ability to offer some courses in the Spring. Gamble noted that we added a second discipline so faculty can meet requirements to teach courses. Catherine discussed LIBR 63 and that the second discipline is appropriate since course material contains genealogy, and the course will not be offered in this form after Spring. For this course, it is a temporary situation and no other discipline is a good match. The teacher is qualified for Library Technology but not Library Science. This is the only solution to allow students to finish the sequence.</p> <p>Gamble mentioned that we are only doing this temporarily for the Spring semester and then we will have to resolve the over-all issue later. Fred questioned what is “temporary”? Why do this</p>	

for Spring and then have to change later? Gamble said we need the second discipline just to meet the teacher requirements. Jon mentioned he thinks we should take the teacher out of the equation. Although we want teachers to remain employed, he does not think we should add a second discipline just for a particular teacher's qualifications.

Paul asked if there are criteria on how a discipline becomes a second discipline. Everyone seems to share the concern on making this change based on a particular teacher's qualifications, but since Michael and Kiran are not attending this meeting we don't have further guidance for now.

Gamble mentioned that if we do not push the second discipline courses forward, some teachers scheduled to start next week will not be qualified to teach.

Paul asked if there is a committee to determine this in the future? Fred thinks the CAC should resolve this. Jon thinks this group should decide whether to approve a second discipline, but faculty from the discipline would make the proposal. Catherine agrees with Fred, and we should put something in the CAC handbook describing what the second discipline criteria would be.

Gamble is writing a short document of what the processes would be for CAC approval.

He Seon thinks that when a second discipline is proposed we should attach a file saying why. Gamble says we get a letter that would be attached in CurricUNET, but the current set of courses for Spring do not apply since this is a temporary solution.

Fred does not think we should be involved in personnel decisions, and all these Spring courses are exceptions, like LIBR 63.

Paul mentioned that this issue has come up in other institutions, and a process needs to be established.

	<p>Gamble will reaffirm that we do not approve of adding a second discipline to some courses based on a specific teacher's qualifications to Michael and Kiran.</p> <p>Adding the second discipline of BRCT for THEA 5 may make sense, but does not make sense for ETNC 6, is the consensus of the group.</p> <p>We will not approve or come to conclusions at this meeting. We will discuss at the next meeting.</p>	
<p>BUSI 131: (New DE)</p> <p>For Fall 2017</p>	<p>Financial Analysis for Entrepreneurs</p> <p>Gamble changed some wording a bit based on feedback by Beth. No Requisite/Advisories but this is okay.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>DE Motion to approve: Lynn Iwamoto Seconded: Gamble Madsen CAC Committee Voted: Aye</p>
<p>CHEM 1A: (Revision)</p> <p>For Fall 2017</p>	<p>General Chemistry I</p> <p>Updated class assignments and a few other things based on suggestions.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Fred Hochstaedter Seconded: Gamble Madsen CAC Committee Voted: Aye</p>

<p>COMM 5: (DE Revision)</p> <p>For Fall 2017</p>	<p>Mass Media Methods</p> <p>Revision is to add a second discipline of Journalism. MoEs have been updated, as was Credit by Exam. This has gone through VPAA level of approval.</p> <p>Kim mentioned this is a DE course, but no DE information filled in. Should it be Online and Hybrid? Jon says Online only now, but we may want to make it Hybrid in the future. We decided to make this course both Online and Hybrid. Jon will work with Jill on how to fill in DE information.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p> <p>DE Motion to approve: Catherine Webb Seconded: Beth Penney CAC Committee Voted: Aye</p>
<p>CSIS 114: (Revision)</p> <p>For Fall 2017</p>	<p>Game Programming – Behind the Scenes</p> <p>This course revision is to update references. There was discussion of Requisites/Advisories being correct for ENGL and/or ENSL... Gamble will add ENSL 155. He Seon noted that perhaps the Requisites/Advisories were not correct because CurricUNET did not have that option last year.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>

<p>CSIS 198A: (DE Revision)</p> <p>For Spring 2017</p>	<p>Network Security Fundamentals/Security + Prep</p> <p>Kim mentioned that last year DJ sent an email that he wanted to change 3 of the CSIS courses numbers. Jon said he wasn't clear on how the numbering system works and asked He Seon. She said if a course number is lower than 100 it will be transferable to a CSU automatically, but not a UC unless articulated. CSIS 198 should be 86 according to an old email from DJ. Every course that uses "A" needs to be a new course, yet this one is a revision and not new.</p> <p>Jon believes this is a new course since industry standards have changed, but the numbering issue we will need to check on. Jon will check with DJ.</p> <p>Fred mentioned that the Lab Content maybe an issue. Beth thinks Lab Content is okay and a lab sample is attached. Gamble has asked DJ to flesh out Lab Content more, although what is listed is considered standard.</p> <p>Tabled - should be a new course proposal.</p> <p>Jon mentioned that since we are not approving courses in a group, if this is not approved it will affect other courses. We discussed using Packages in CurricUNET to try to resolve this issue. Currently, Programs can be approved when not all the individual courses contained in the Program are approved. Need to investigate using Packages in the future.</p> <p>Kim mentioned that we should have the course as Online and Hybrid. Jon says this course is primarily Hybrid, but since the old form didn't support both, it wasn't listed.</p>	<p>Tabled</p>
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<p>ETNC 5: (DE Revision)</p> <p>For Fall 2017</p>	<p>African-American Arts and Music in American Culture</p> <p>Changed to from New DE to DE Revision, but SLOs and MoE were missing for mapping. Gamble asked Kendra in late December to update.</p> <p>We need to Table since we have not heard back from Kendra.</p>	<p>Tabled</p>
<p>ETNC 22: (DE Revision)</p> <p>For Fall 2017</p>	<p>Asian Americans and Pacific Islanders in American Society</p> <p>Same as ETNC 5</p>	<p>Tabled</p>

<p>FREN 50A: (New)</p> <p>For Fall 2017</p>	<p>Intermediate French Conversation I</p> <p>Fred noted that for FREN 50A and 50B, the information like SLOs, etc... are the same. If there are no differences, it should be the same course. We need to distinguish between the two courses. Lynn agrees that we need to deal with this issue. Beth thinks the originator is just trying to give students a way to get more practice, similar to dance classes.</p> <p>Lisa did change some of the Lecture Content after Gamble contacted her. Paul mentioned that the catalog description text could say FREN 50B will advance what is learned in the 50A course.</p> <p>Catherine asks if 50A and 50B should be taken in a sequence? Then we would need to make 50A a requisite for 50B. Fred agrees. Fred also discussed what we should look for in leveled or layered classes. Is it enough to say “perform at beginning level” versus at “an advanced level,” or do we need to use specifics? We need to make this clear and consistent to faculty.</p> <p>Gamble will ask Lisa to change the language to make each class distinct and to clarify Catherine’s note about whether the courses are sequential. We also need to know if FREN 50 should be deleted.</p>	<p>Tabled</p>
<p>FREN 50B: (New)</p> <p>For Spring 2018</p>	<p>Intermediate French Conversation II</p> <p>Same as FREN 50A</p>	<p>Tabled</p>

<p>MATH 17: (DE Revision)</p> <p>For Fall 2017</p>	<p>Finite Math</p> <p>Lynn is reviewing the comments and she will make updates. She is not sure why physical science is not included.</p> <p>Fred did not get a response to his comments from John Cristobal, but he is having twins now, so he may be busy. Fred says the first outcome seems weird. Lynn is reviewing.</p> <p>Kim says DE information is blank. Lynn will work on. Discussed how DE courses get entered into CurricUNET as revisions by accident and then DE information is lost.</p> <p>This course is being revised for CID.</p> <p>This course will be approved now based on issues being addressed. Prereqs will need to be updated also.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p> <p>DE Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
<p>MATH 40: (Revision)</p> <p>For Fall 2017</p>	<p>Discrete Mathematics</p> <p>Updated for CID resubmission. Lynn will update some of the language per He Seon's TRC comments.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Catherine Webb Seconded: Gamble Madsen CAC Committee Voted: Aye</p>

<p>MATH 260: (New)</p> <p>For Fall 2017</p>	<p>Pre-Statistics</p> <p>This course is designed to streamline the Math process for students. Kiran commented that the Lecture is TBA. Michael commented that this course should not be TBA and should work with Paul to resolve. Lynn says this course will be changed to Lecture.</p> <p>Paul asked what are criteria of Lecture versus TBA? Since Michael and Kiran are not here it is hard to address. Kim says in the past we have used TBA but we are trying to get away from this. Perhaps the wrong box was checked in CurricUNET, and this is just a typo? Kim will fix now to Lecture Scheduled. Beth mentioned the Catalog Description is very long. Perhaps some text could be moved elsewhere?</p> <p>He Seon asked if this course will be added to Math Sequence Chart, and Lynn responded yes. Joel noted that the description is so long to make it clear that this course is needed for Math 16. Some of the text was copied and pasted from other colleges. Beth mentioned that the Catalog Description does not describe the course and we should put the rest of the information in the comment section. Students look at the schedule description, so this may be confusing. It will be edited. Beth mentioned that we do not want to set a precedent of long Catalog Descriptions.</p> <p>Eligibility has been addressed.</p>	<p>Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Fred Hochstaedter Seconded: Gamble Madsen CAC Committee Voted: Aye</p>
<p>MATH 261A: (Revision)</p> <p>For Fall 2017</p>	<p>Beginning Algebra – Part I</p> <p>Course revision to update SLOs. Updated Prerequisites. The MATH 261 course will remain active.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Gamble Madsen CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p>

<p>MATH 261B: (Revision)</p> <p>For Fall 2017</p>	<p>Beginning Algebra – Part II</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Lynn Iwamoto Seconded: Gamble Madsen CAC Committee Voted: Aye</p>
<p>OCEN 2: (DE Revision)</p> <p>For Fall 2017</p>	<p>Introduction to Oceanography</p> <p>Revision to create DE. Kim noted that the DE says Online, but do we want it to be Hybrid and Online? Fred says we should select both, so Kim did so in the meeting.</p>	<p>Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Catherine Webb Seconded: Gamble Madsen CAC Committee Voted: Aye</p> <p>DE Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
<p>PSYC 10: (Revision)</p> <p>For Fall 2017</p>	<p>Introduction to Research Methods in Psychology</p> <p>Revised due to Prereq change and there are also some minor changes to the SLOs. MoEs are attached. Outcomes look good. Only DE Online.</p> <p><i>Note – After the meeting Kim talked to Jon Knolle and decision was to make PSYC 10 both DE Online and Hybrid. Going forward we will likely make DE courses both DE Online and Hybrid.</i></p>	<p>Motion to approve: Lynn Iwamoto Seconded: Beth Penney CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Catherine Webb Seconded: Gamble Madsen CAC Committee Voted: Aye</p> <p>DE Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>

<p>SIGN 1BL: (Revision)</p> <p>For Fall 2017</p>	<p>Elementary ASL II Lab</p> <p>He Seon noted that the Prereq changed and does not make sense. Kelly needs to review and see if she really wants this. Fred said that some of the objectives may not be correct.</p> <p>Tabled</p>	<p>Tabled</p>
<p>SPAN 35A: (Revision)</p> <p>For Fall 2017</p>	<p>Elementary Spanish for Spanish Speakers I</p> <p>SPAN 35A and 35B are not distinct enough and we haven't heard back from the originator about concerns. Similar issues as FREN 50A and 50B – Catherine asked if they are sequenced?</p> <p>Fred noted that the SLO concerns have been addressed.</p> <p>Gamble will discuss issues with originator and we will review again later.</p> <p>Tabled</p>	<p>Tabled</p>
<p>SPAN 35B: (Revision)</p> <p>For Fall 2017</p>	<p>Elementary Spanish for Spanish Speakers II</p> <p>Lynn noted that this course is missing MoEs. Same as SPAN 35A.</p> <p>Tabled</p>	<p>Tabled</p>
<p>BUSI (Revision)</p> <p>For Fall 2017</p>	<p>Business – Entrepreneurship: Certificate of Training</p> <p>Revision due to course replacement. In looking at Course Blocks, Beth changed some things, but BUSI 18 should be removed and it should not add up to 18 units. Jon Knolle was not present for this part of the meeting, so Gamble will email Jon. With these pending changes, the Program was approved.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p>

<p>BUSI (Revision)</p> <p>For Fall 2017</p>	<p>Business Administration: Certificate of Achievement</p> <p>There are multiple pending courses for this Program. He Seon looked at the Program Comparison report to see what is changed and in the catalog description, only the last sentence had been added. Not sure if this is correct. Does this refer to the “fast track”? Kim noted it should say Certificate of Training and remove “fast track” in Program Description. Gamble put in required changes during the meeting.</p> <p>He Seon noted that we should be reviewing the Associate of Science Program at the same time as this one. Lynn commented that we need to remove “fast track” for Associate of Science Program as well. Difficult to resolve issues when changes are made to one Program and not the other at the same time. Issues are easily missed when this occurs.</p> <p>Decision is to Table until we are ready to review Associate of Science Program.</p>	<p>Tabled</p>
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<p>CHEM (Revision)</p> <p>For Fall 2017</p>	<p>Chemistry: Associate in Arts (Transfer Preparation)</p> <p>Todd Ritsema joined us for this part of the meeting. He discussed the reason for this revision, which was we realized that a CHEM degree didn't require taking a Chemistry course. CHEM is a high unit major. We modeled our program after AST so students could go to either UC or CSU. Also changed outcomes for students based on what we learned from other colleges. There was discussion of the Course Blocks. CHEM 12B is an issue in the CSU system. Some schools do not accept it at all, and some require students to take another course, or an additional lab. UCs consider Organic Chemistry as an upper level course.</p> <p>Lynn asked if the State requires AS-T? He Seon says AS-T is required, but we cannot do this because it would be too many units. We have had no direction on how to resolve this. Todd mentioned we are not changing the program, just now requiring certain courses.</p> <p>Fred asks if we are challenging the Chancellor's office and what other schools are doing? Todd says most community colleges have Calculus with 4 units instead of 5, (same for Organic Chemistry) so 1 less lab per week. Other schools have less units for CHEM AS-T. Most community colleges have 5 unit classes. Lynn mentioned we have had to come up in number of units in the past.</p> <p>Todd asks if we have to go to the State for this change? Program revisions need to be submitted to the State. There is no AS-T for Engineering due to the number of units problem.</p> <p>Gamble asked if this Program Description meets the requirements? Group says yes.</p> <p>Fred and Catherine made Todd aware that there are courses we have not taught in years. Discussion on how should this be handled... He Seon said courses used to be "banked" if not</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
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	<p>offered in 3 years – meaning not in the catalog, but not deleted. Courses are no longer banked. Todd discussed the independent study course – need SLOs. Jill mentioned that Michael had a plan to use general information for 90 (independent study) courses – like AUTO 90, which awaits CAC review. Fred has deleted his courses since he has not used them and does not see using them in the future. Independent study is rarely taken at this time.</p> <p>Paul mentioned that a course deletion means the course goes away entirely. If a course is on a student’s transcript this may be an issue. He Seon believes this is not an issue because of catalog rights, since the course was taught in the past. There is a record in CurricUNET where the course will be marked as historical. He Seon also pointed out that people will look at the catalog to find information on courses. She says we shouldn’t do anything with 90 courses for now.</p>	
<p>CSIS (Revision) For Spring 2014?</p>	<p>Computer Networking: Certificate of Achievement</p> <p>He Seon had sent an email to Gamble that this Program is not in the catalog and needs to be put back in, as well as information on other issues. The most critical issue is that there are not enough units for a Certificate of Achievement. It needs to have 18 units.</p> <p>Tabled</p>	<p>Tabled</p>
<p>MEDA (New) For Fall 2017</p>	<p>Personal Wellness and Health Professions: Certificate of Training</p> <p>This is a new program for high school and other students.</p>	<p>Motion to approve: Catherine Webb Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>

<p>ORNH (Revision)</p> <p>For Fall 2017</p>	<p>Ornamental Horticulture: Certificate of Achievement</p> <p>We reviewed this Program along with the Associate in Science Program together. This Program is being revised due to course deletions. We have not heard back from Heather on some issues. Kiran noted course changes and Gamble updated accordingly. The description may need some more work and Gamble asked Heather about this.</p> <p>Beth noted that the ORNH Associate in Science should also include the reference to transfer as BUSI Administration Certificate of Achievement/AS does for consistency. However, He Seon says that ORNH is a terminal MPC Career Tech degree that does not transfer whereas the BUSI one does, and therefore the transfer reference would not be appropriate in the ORNH program.</p> <p>Course Blocks are the same for Associate in Science and Certificate of Achievement. Lynn asked why not just do the Associate in Science? Associate in Science requires GE courses as well as other graduation requirements, so that is why.</p>	<p>Motion to approve: Beth Penney Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
<p>ORNH (Revision)</p> <p>For Fall 2017</p>	<p>Ornamental Horticulture: Associate in Science</p> <p>Reviewed with Certificate of Achievement.</p>	<p>Motion to approve: Beth Penney Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
<p>POLS (Revision)</p> <p>For Fall 2017</p>	<p>Political Science: Associate in Arts (Transfer Preparation)</p> <p>This revision is to prepare students for transfer. The Course Blocks were wrong so He Seon fixed in the meeting.</p>	<p>Motion to approve: Catherine Webb Seconded: Gamble Madsen CAC Committee Voted: Aye</p>

	<p>Paul mentioned that with Michael being out he will be helping out, but he may be out at certain times due to health issues.</p> <p>Next meetings: February 1, 2017 3:15 – 4:45pm February 8, 2017 3:15 – 4:45pm</p> <p>Location: To be arranged</p>	
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