

Curriculum Advisory Committee
Meeting minutes: MPC.EDU

DATE: March 1, 2017 LOCATION: BMC 205 @ 3:15pm-4:45pm

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		David Seagal, 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	<p>Public Comments (Agenda item III.)</p> <p>Kiran attended the first part of the meeting to discuss how the work the CAC does, fits into our campus as well as the overall college system. She thanked the group for all their hard work. Based on the accreditation action letter we received, we need to streamline our curriculum process. We need to look at the courses and the programs we offer and see if there is good breadth. We also need to look at how many courses we have.</p>	

When we look at what why we are being sanctioned, we may not be able to sustain the number of courses we offer. We have 1400 courses. We cannot expect the faculty to have time to access all of these courses. Courses not offered for 2 years, and are not taught currently, we might remove based on approval of CAC. If a program has 15 electives and we are proposing a 16th elective, we need to consider how a student can complete their program in a 2-year cycle.

We also have the catalog deadlines. There is a March 1st deadline for 2017-18 catalogs. If there is a course coming in for deletion now, and is an elective, approval should not be a problem. If the deletion is for a foundation course, we may need to hold off until the 2018-19 catalogs.

The process is, if a program change will affect the mission of the institution, it must be sent to the Chancellor's office for approval. Once they approve, they notify Washington DC so it can be approved for financial aid. When a college is preparing for accreditation, it cannot make changes for 6 months. On Feb 6th MPC got approval, but on sanctions now, and until off sanctions, we cannot request approvals for changes. Approvals we requested in September are still waiting to see if we can proceed. Kiran has requested that these sub-changes be viewed as repackaging, but we have not heard back.

Rachel asked for a definition of sub-change. Kiran said this is something to negotiate. We need to keep moving forward but be mindful of a proliferation of programs. We need to consider removal of old programs when a new program is built. We need to also access whether we can maintain all the courses and programs for completion on a 2-year cycle.

Kiran added we should be planning Flex day on curriculum, a review the CAC Handbook, among other things.

	<p>Lynn asked when we will we be able to do substantial changes? We will not be able to do substantial changes until after we are off probation. Kiran noted the state is saying stop and improve processes before moving forward.</p> <p>He Seon asked if the courses are that have asterisks will remain in the catalog. Kiran and Michael will meet to discuss whether they will be in next year. He Seon says this is not clear to the students. If we hear back the repackaging is approved, it may make sense to keep these asterisks courses in the catalog. Since we do not control this, it is difficult to decide. This is a grey area... Kiran is open to ideas.</p> <p>Gamble asked if a course has not been offered for 2 years, should we delete it. Since the catalog deadline is now, should we keep pushing these through? Kiran says yes, but we can decide whether these changes occur for 2017-18 or 2018-19 catalogs... We want to show that we are improving to the accreditation committee.</p>	
Comments from Visitors	See GWOS 4 below.	
Visitors Present	Dawn Rae Davis (GWOS)	
Approval of March 1, 2017 Agenda	<p>Corrections noted:</p> <p>Kim noted we do not need the GEOL 2LB and 2LC courses - they were already deleted.</p> <p>He Seon asked when the non-substantial courses would be active. Gamble replied Fall 2017 so they can be in the original place in</p>	<p>Motion to approve: Richard Abend Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>

	<p>the catalog. Kim asked if we are making these changes with course revisions. Gamble says yes.</p>	
<p>Approval of February 28, 2017 Minutes</p>	<p>Corrections noted:</p> <p>We reviewed the minutes. No courses or programs were approved from the action agenda. There was discussion of the Narratives that we talked about yesterday. We will hold off on adding a link on the Curricunet home page for now.</p> <p>It was noted that FREN 50A and B were removed from agenda for today.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Gamble Madsen CAC Committee Voted: Aye</p> <p>Lynn, LaRon and Rachel abstained since were not at the last meeting.</p>
<p>Consent Agenda</p>	<p><i>Deletions: Effective <u>Fall 2017</u></i></p> <p>FPTC 113: Fire Prevention 1 GEOL 2LB: Physical Geology Laboratory GEOL 2LC: Physical Geology Laboratory LIBR 90: Library Independent Study</p> <p><i>Technician Corrections (none)</i> <i>Minor Corrections</i> <i>Non-Substantial Changes</i></p> <p>COMM 7: Adding second discipline – JOUR</p> <p>PFIT 9: Change ‘open entry/exit = yes’ to ‘open entry/exit = never’</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>

	<p>Per Lyndon Schutzler: Revert to the original disciplines on the following courses so that they can be listed in their original place in the catalog and schedule: Ethnic Dance (DANF 15 A-D; change to DANC 15A-D, with DANF as second discipline) and Tai Chi (MASD 16 A-D; change to PFIT 16A-D, with MASD as second discipline)</p> <p>Per Robynn Smith: Revert to the original disciplines on the following courses so that they can be listed in their original place in the catalog and schedule: ARPN (change to ARTS, with ARPN as second discipline) 61A, 61B, 61C, 61D, 62A, 62B, 63A, 63B, 63C, 64A, 64B, 65.1, 65.2, 68, 69, 70, 71, 74, 80, 81, 83, 84, 85, 95.1</p> <p>Per Robynn Smith: Revert to the original disciplines on the following courses so that they can be listed in their original place in the catalog and schedule: BRCT (change to ARTV, with BRCT as second discipline) 1, 2, 5A, 5B, 5C, 9</p> <p><i>Urgent (none)</i></p>	
<p>Discussion Agenda</p>	<p>Deletion of MATH 16 from Psychology and Sociology AA-Ts</p> <p>Gamble discussed an email she received from Adrienne. Adrienne wants to hold off making this course active and wait for PSYC 19 articulation. MATH 16 would not make it in time for the 2017-18 catalogs anyway.</p> <p>He Seon brought up the Sociology issue. Rachel says that Adrienne and Anthony are talking about this and she thinks everyone is on the same page and aware of the issues. Gamble will email to verify holding off approval of MATH 16 is acceptable, and Rachel will follow up as well.</p>	

He Seon says we need CID approval to add a course to the program. LaRon noted that this involves He Seon working with other campuses so we can include it in our 2018-19 catalogs. Rachel says Adrienne is looking into other colleges' web sites and found that a statistics course is required for most. We need to make sure that our course will qualify in other colleges for articulation. Rachel will make sure this is understood.

After reviewing ANAT 5, CSIS86, and GWOS 4 courses we ran out of time to discuss the other courses and programs on the agenda. There was discussion on the need for additional CAC meetings.

Laura asked if the CAC should review how often a course is offered. Jon says we need to trust the faculty to only suggest a course if there is a need for it to be taught.

Paul noted that most of the faculty is on the same page for courses that should be deleted. We are looking at EMS data, and whether the course is elective, to decide which courses to delete. The more electives we have in a program, the more it harms enrollment.

Gamble mentioned we should meet March 8th at our regular time. We can review the deletions in bulk. Jon discussed trying to get more time for CAC meetings would be worth considering. Fred wants to go into a long meeting and get everything done. Gamble agrees and this Friday was suggested. He Seon cannot be here then, but wants to be here for MATH 16 review, so we discussed now. There was also discussion of continuing this meeting without Gamble, but since she knows information that others do not, we decided to wait for another meeting day and time.

The decision was to meet next Wednesday (3/8) and maybe Friday afternoon. Gamble will look to see what times everyone

	is available.	
ANAT 5: (DE Revision) For Fall 2017	<p>Basic Human Anatomy and Physiology</p> <p>We removed microscope from the objectives because this is an online course. This was why ANAT 5 was tabled previously. We also made this course Hybrid and Online.</p> <p>Lynn questioned if you select both Hybrid and Online whether you have to do two DE forms? Jon says no, the modified form in Curricunet takes care of both. Jon is encouraging people to select both to get approval now. Even if we don't teach a course that way now it gives us the freedom to easily teach it that way in the future without requiring a course revision.</p> <p>Fred noted that the two outcomes are very similar. Would one be sufficient? The consensus was yes. Gamble will verify it is okay to remove 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>
CSIS 86: (New DE)	<p>Network Security Fundamentals/Security+ Prep</p> <p>DJ responded to all the technical review issues. Gamble has</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p>

<p>For Fall 2017</p>	<p>updated the text/software information (this course doesn't use a text book, only software). The lab content was also expanded. This course has been waiting for approval a while. Fred noted that the lab content was exemplary and everyone agreed. Jon noted that DJ changes the focus from one lab area to another depending on the course, and how the students are doing. The older DE form is used, but attached a file so both Online and Hybrid could be taught.</p>	<p>DE Motion to approve: Rachel Whitworth Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>GWOS 4: (Revision) For Fall 2017</p>	<p>Gender, Sexuality, and Popular Culture</p> <p>Dawn Rae Davis attended the meeting to discuss this revision. The goal in this revision was to prevent losing CSU GEs for the course. This is high enrollment course for GWOS. A survey of the students showed that almost all of them are taking this course to fulfill GE requirement. Because of this, Dawn Rae scheduled the course twice instead of once.</p> <p>He Seon noted this course has missed the approval deadline. It will be submitted in the Fall of 2017 since we missed the December 2016 deadline. There was discussion as to how we list this course in the catalog if we aren't sure if it will maintain its approval as a GE course. Dawn Rae asked if a student takes the course, and it isn't approved, does it count as a GE? He Seon isn't sure... If it isn't in the catalog as a GE course, then LaRon says students would most likely not take the course. He Seon says it makes sense to remove it as a GE from the catalog to be</p>	<p>Motion to approve: Rachel Whitworth Seconded: Richard Abend CAC Committee Voted: Aye</p>

	<p>safer.</p> <p>Dawn says she had submitted this course on time, Kendra approved it, and during the review, there was a request to meet with the Dean. There was a change of Deans, so meeting did not happen. Since this is such a high enrollment course Dawn feels it put GWOS at risk.</p> <p>There was discussion as to whether this is a substantial change? He Seon says she has to submit this course for approval since the focus changed. Dawn responded that it is already covered in Humanities, so it is not a substantial change. Since Kiran noted earlier in the meeting that substantial changes must be held based on accreditation probation, would this course be able to become active? Catherine says if a change were substantial for the college, like new program, it would be held. This is not that type of change.</p> <p>Kim noted that for approval from the state, they only care if the units change. Since the units didn't change it would be considered a non-substantial change, and it would be approved and make it into the Fall 2017 catalog.</p> <p>Unrelated to GWOS 4 – Dawn asked whether a change to an AA-T degree is a substantial change? Catherine says we would need to check with Kiran, but believes AA-Ts are more streamlined. We submit a letter and the state approves. She is not sure how this would be handled while we are on sanctions. Dawn mentioned she was planning on revising a program and is wondering if she should hold off. Catherine says this is handled on a case-by-case basis. If program already exists, it may be okay.</p> <p>Fred noted that Chancellors and state differ in approval</p>	
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	<p>guidelines. Jon says we should continue to work on courses and programs even if the change does not go in right away. Last minute pushes to get several changes complete are difficult to get done.</p>	
<p>MATH 16: (DE Revision) For Fall 2017</p>	<p>Elementary Statistics</p> <p>He Seon sent Gamble a link earlier and asked that the group look at the statistics section since this is a prerequisite for many programs. She wants to make sure everything is covered... Is the numerical information, algebra, modeling, and geometry information the same as covered in MATH 260? Lynn says yes.</p> <p>Kim noted that this is DE Online, and do we want Hybrid? Lynn says there is no lab available, so cannot teach as Hybrid. Since it is beneficial to select both DE Online and Hybrid so can both options are available in the future, decision was to select both. Lynn just realized MATH 264 is a prereq, but it is being deleted. Jon asked if this is automatic. No, the course impact report needs</p>	<p>Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: Aye</p> <p>Prereqs Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: Aye</p> <p>DE Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: Aye</p>

	<p>to be reviewed for this to be understood. Since there are other courses the students can take, besides MATH 264, this shouldn't be a problem. Course deletions for MATH 12 and 264 are in the approval pipeline.</p> <p>He Seon asked if MATH 260 is in the new sequence chart. Lynn responded it is in a special class – more on the level of 261s. It takes students from pre-algebra to a transfer level course. They will develop skill for statistics. He Seon would like it to say that it is a Statway, so she added this.</p>	
<p>MUSI 10A-D: (Revision) For Fall 2017</p>	<p>Music Theory and Musicianship I</p> <p>Gamble updated the SLOs for MUSI 10A-D. We will review these courses at the next CAC meeting.</p>	
	<p>Next meeting: TBD (Friday?) Location: TBD</p> <p>Regular scheduled meeting: March 8, 2017 3:15pm-4:45pm Location: BMC – 205</p>	