

**Curriculum Advisory Committee  
Meeting minutes**

<b>DATE: September 13, 2017 LOCATION: BMC 204 @ 3:30pm – 5:00pm</b>			
<b>Attendees:</b>			
	Richard Abend, Humanities	✓	Laura Loop, Nursing
✓	Judy Cutting, Dean of Instruction - CTE	✓	Gamble Madsen, Chairperson/Creative Arts
	Kendall Diaz, Student Representative	✓	Laura Patterson, CurricUNET Specialist
✓	Fred Hochstaedter, Academic Senate	✓	Beth Penney, Basic Skills
✓	He Seon Ihn, Articulation Officer	✓	David Seagal, Business and Technology
	Lynn Iwamoto, Physical Sciences	✓	Rachel Whitworth, Social Sciences
✓	LaRon Johnson, Student Services	✓	Cathryn Wilkinson, Dean of Instruction – Liberal Arts
	Kiran Kamath, Vice President of Academic Affairs		Vacant, ESL
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Library
	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		Vacant, Life Science
✓	Paul Long, Dean of Instruction - STEM		Vacant, Physical Education

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Laura Patterson

<b>Agenda Item</b>		<b>Action</b>
<b>Announcements</b>	– Public Comments read by Gamble (See Agenda item III)	
<b>Guest</b>	Catherine Webb	
<b>Approval of September 13 Agenda</b>	<b>Corrections noted:</b> none	Motion to approve: Rachel Seconded: Fred CAC Committee Voted: Aye
<b>Approval of September 6 minutes</b>	<b>Corrections noted:</b> none	Motion to approve: Fred Seconded: Rachel CAC Committee Voted: Aye

## Discussion Agenda

- Announcement on Guided Pathways from the Chancellor's Office; regional workshops in late September and October
  - o Gamble has the information if anyone is interested
  - o It is recommended that someone goes
  - o Suggested that a member from CAC goes based on the discipline being addressed
- Outcomes revision; preserving a record of changes outside of CurricUNET
  - o Prototype rollout of Google Form (accessed by emailing [TracDatSupport.mpc.edu](mailto:TracDatSupport.mpc.edu))
    - Gamble to update CurricUNET with updated SLOs
    - Kim to update SIS with updated SLOs
    - Minor changes (not changing the substance of the course) will be added to consent agenda
    - Form for updating SLOs to be added to CurricUNET and CAC websites
    - All user email about the form to be sent out
    - CAC members to take information about the form to their divisions
- Communicating the impacts of course deletion(s) and developing a process of reintroduction to the catalog/rescheduling
  - o A full-blown course revision has to be done to bring back a archived/deleted course
  - o When does the course go into effect when it is brought back?
  - o If a course was archived/deleted accidentally, what are the parameters to bring it back?
- Presentation on development of units and hours calculations: Laura Loop
  - o [Credit Hour Calculations – Curriculum Institute Excerpts](#)
- Assignment of next presentation on curriculum development
  - o Guided Pathways - Gamble

**Next meeting:** September 20, 2017

**Location:** BMC 204