

**Curriculum Advisory Committee  
Meeting minutes**

**DATE: May 16, 2018 LOCATION: BMC 107 @ 3:30 pm – 5:00 pm**

**Attendees:**

✓	Richard Abend, ESL → voting member	✓	Laura Loop, Nursing → voting member
✓	Judy Cutting, Dean of Instruction - CTE	✓	Gamble Madsen, Chairperson/Creative Arts → voting member
	Kendall Diaz, Student Representative → voting member	✓	Laura Patterson, CurricUNET Specialist
✓	Keith Eubanks – Humanities → voting member	✓	Beth Penney, Basic Skills/Humanities → voting member
✓	Fred Hochstaedter, Academic Senate → voting member	✓	David Seagal, Business & Technology → voting member
✓	He Seon Ihn, Articulation Officer → voting member	✓	Rachel Whitworth, Social Sciences → voting member
✓	Lynn Iwamoto, Physical Sciences → voting member	✓	Cathryn Wilkinson, Dean of Instruction – Liberal Arts
✓	LaRon Johnson, Counseling/Student Services → voting member	✓	Vincent Van Joolen, Dean of Instruction - STEM
	Kiran Kamath, Vice President of Academic Affairs		Vacant, Library
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Life Science
✓	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		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)  PCAH update in regards to transfer preparation degrees from Dr. Jon Knolle	
<b>Comments from Visitors</b> Francisco De Borja Dorsch spoke about Spanish program for heritage speakers	
<b>Approval of May 16, 2018 Agenda</b> <b>Corrections noted:</b> none	Motion to approve: Rachel Seconded: Fred CAC Committee Vote: Aye

<b>Approval of April 4, April 18, &amp; May 2, 2018 Minutes</b>	<b>April 4 Corrections noted:</b> none <b>April 18 Corrections noted:</b> none <b>May 2 Corrections noted:</b> none	Motion to approve: Fred Seconded: Laura L. CAC Committee Vote: Aye
<b>Consent Agenda</b>		Motion to approve: Rachel Seconded: Lynn CAC Committee Vote: Aye
<b>Non-Substantial Changes</b>		
– Gender and Women’s Studies AA: Two Program Revisions created to remove deleted courses GWOS 25 ( <i>effective Fall 2017</i> ) and GWOS 6 ( <i>effective Fall 2018</i> )		
– General Studies: Social Sciences Emphasis AA: Program Revision created to remove deleted course GWOS 6 ( <i>effective Fall 2018</i> )		
– Theatre Arts AA: Additional change introduced to existing Program Revision approved by CAC 2/28/18 – removal of deleted courses THEA 30, THEA 103, THEA 104, THEA 106, and THEA 109 ( <i>effective Fall 2018</i> )		
– Theatre Arts CA: Two Program Revisions created to align with revisions to AA approved by CAC on 7/31/17 – removal of deleted courses THEA 30, 35, 40, 41, 42, 43, 49, 58, 60, 61, 62, 63, 64, 103, 104, 106, and 109 ( <i>effective Fall 2017</i> ), and on 2/28/18 – updated the program description and course blocks to include electives THEA 2, THEA 40A-D, and THEA 60A-D ( <i>effective Fall 2018</i> )		
<b>Action Agenda</b>		
<b>DNTL 100</b> (course revision)	<i>Orientation to Dental Careers</i> is being revised to update objectives, SLOs, and class assignments	Motion to approve: Keith Seconded: Rachel CAC Committee Vote: Aye
<b>DNTL 101</b> (course revision)	<i>Dental Anatomy</i> is being revised to update objectives, SLOs, and class assignments	
<b>FPTC 213</b> (course revision)	<i>Skills and Knowledge Update for Full-Time Firefighters:</i> is being revised to update the catalog and schedule descriptions, prerequisite, lecture and lab content, and class assignments	Motion to approve: Laura Seconded: Lynn CAC Committee Vote: Aye
<b>FPTC 214</b> (course revision)	<i>Skills and Knowledge Update for Volunteer/Reserve Firefighters</i> is being revised to update the title, catalog and schedule descriptions, prerequisite, lecture and lab content, and class assignments	
<b>SPAN 2S-A</b> (new course)	<i>Intermediate Spanish for Spanish Speakers</i> is being created to provide Heritage Spanish speakers with a class that is geared toward students who are native Spanish speakers	Motion to approve: Fred Seconded: Keith CAC Committee Vote: Aye

		Motion to approve prerequisite: Rachel Seconded: Gamble
<b>Human Services: Certificate of Achievement (Career Technical)</b> is being revised to update the description and program outcomes, remove SOCI 3, and add PSYC 25 and PSYC 57 to the certificate requirements		Motion to approve: Keith Seconded: Lynn CAC Committee Vote: Aye
<b>Human Services: Associate in Science (Career Technical)</b> is being revised to update the description and program outcomes, remove HLTH 205, PSYC 57 and HUMA 1, and add PSYC 3, SOCI 3, GWOS 1, GWOS 7 and HLTH 7 to the degree requirements		
<b>Medical Assisting: Certificate of Achievement (Career Technical)</b> is being revised to update the program outcomes		Motion to approve: Fred Seconded: Gamble CAC Committee Vote: Aye
<b>Medical Assisting: Associate in Science (Career Technical)</b> is being revised to update the program outcomes		
<b>Medical Insurance and Coding Specialist: Certificate of Achievement (Career Technical)</b> is being revised to update the program outcomes		Tabled until the associate degree arrives at the same level in the approval process
<b>Medical Office Administration: Certificate of Achievement (Career Technical)</b> is being revised to update the program outcomes, and remove MEDA 115 and add MEDA 117 to the certificate requirements		Motion to approve pending clarification of MATH 261 wording in the “Course Block Definitions” area: Rachel Seconded: Gamble CAC Committee Vote: Aye
<b>Medical Office Administration: Associate in Science (Career Technical)</b> : is being revised to update the program outcomes, and remove MEDA 115 and add MEDA 117 to the degree requirements		
<b>Election of CAC Chair (2018 - 2019)</b>		Motion to nominate Gamble: Fred Seconded: Lynn CAC Committee Vote: Aye
<b>Discussion Agenda</b>		
<ul style="list-style-type: none"> <li>- Proposed revisions to MPC Area E2 language <ul style="list-style-type: none"> <li>o Gamble presented a revision and will make the changes suggested by the CAC committee</li> </ul> </li> <li>- CAC Summer meeting (date)</li> </ul>		

- suggested end of July
- Gamble will send out some dates

**Next meeting:** June 25, 2018

**Location:** BMC 107