

**Curriculum Advisory Committee  
Meeting minutes**

<b>DATE: July 23, 2018 LOCATION: BMC 107 @ 11 am</b>			
<b>Attendees:</b>			
	Richard Abend, ESL → voting member	X	Gamble Madsen, Chairperson/Creative Arts → voting member
X	Judy Cutting, Dean of Instruction - CTE	X	Laura Patterson, CurricUNET Specialist
	Keith Eubanks – Humanities → voting member		Beth Penney, Basic Skills/Humanities → voting member
X	Fred Hochstaedter, Academic Senate → voting member	X	David Seagal, Business & Technology → voting member
X	He Seon Ihn, Articulation Officer → voting member		Rachel Whitworth, Social Sciences → voting member
X	Lynn Iwamoto, Physical Sciences → voting member		Cathryn Wilkinson, Dean of Instruction – Liberal Arts
X	LaRon Johnson, Counseling/Student Services → voting member	X	Vincent Van Joolen, Dean of Instruction - STEM
	Kiran Kamath, Vice President of Academic Affairs		Vacant, Library
X	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Life Science
X	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		Vacant, Physical Education
X	Laura Loop, Nursing → voting member		Vacant, Student Representative

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>Comments from Visitors</b>		

<b>Approval of July 23, 2018 Agenda</b>	<b>Corrections noted:</b> none	Motion to approve: Laura L. Seconded: David CAC Committee Vote: Aye
<b>Approval of June 25, 2018 Minutes</b>	<b>Corrections noted:</b> none	Motion to approve: Laura L. Seconded: David CAC Committee Vote: Aye  Abstentions: LaRon, Fred
<b>Consent Agenda</b>		
<i>Deletions (effective fall 2018):</i> <ul style="list-style-type: none"> <li>- BRCT 5A, 5B, 5C, 9</li> <li>- LETP 231.91</li> <li>- Music Associate in Arts (Transfer Preparation)</li> <li>- Theatre Arts Associate in Arts (Transfer Preparation)</li> </ul>		Motion to approve deletions, and units and hour changes: LaRon Seconded: David CAC Committee Vote: Aye  Motion to delay PHYS 3A pre/corequisite change because it would affect students already enrolled in the class for fall 2018. Suggested to address with faculty member to make the pre/corequisite changes for spring 2019
<b>Non-Substantial Changes</b>		
<i>Effective fall 2018:</i> <ul style="list-style-type: none"> <li>- MEDA 130: Reduction of Lab Hours from 180 to 160 to align with Carnegie Unit calculations</li> <li>- PHYS 2A and 2B: Reduction of Lecture Hours by one hour and adding one hour of lab (= 51) to align with Carnegie Unit Calculations</li> <li>- PHYS 3A: Change prerequisite MATH 20A to pre/co-requisite MATH 20B to align with UC Berkeley's new articulation requirement; delete BSA Eligibility for ENGL 1A; add Course Advisory ENGL 1A; Reduction of Lecture Hours by one hour and adding one hour of lab (= 51) to align with Carnegie Unit calculations</li> <li>- PHYS 3B: Reduction of Lecture Hours by one hour and adding one hour of lab (= 51) to align with Carnegie Unit calculations</li> </ul>		

- PHYS 3C: Reduction of Lecture Hours by one hour adding one hour of lab (= 51) to align with Carnegie Unit calculations		
<b>Action Agenda (effective fall 2018)</b>		
<b>DNTL 104</b> (course revision)	Chairside Assisting II is being revised to update the units, objectives, prerequisite information, lab content, class assignments, textbook, and methods of evaluation	Motion to approve: Lynn Seconded: Fred CAC Committee Vote: Aye  Motion to approve prerequisite: Lynn Seconded: Gamble CAC Committee Vote: Aye
<b>DNTL 112</b> (course revision)	Office Management is being revised to update the units, class assignments, and textbook	Tabled - suggested the originator reviews the units/hours with their dean since they do not align with credit hour requirements. Suggested that they may need to decrease hours or increase units. If they increase units it will impact the program.
<b>DNTL 116</b> (course revision)	Supervised Clinical Experience is being revised to update the units, prerequisite information, class assignments, and methods of evaluation objectives and SLOs	Motion to approve: Lynn Seconded: Laura L. CAC Committee Vote: Aye  Motion to approve prerequisite: Lynn Seconded: Gamble CAC Committee Vote: Aye
<b>Dental Assisting Associate in Science (Career Technical)</b> is being revised to update the course blocks for course hour changes		Motion to approve: Lynn Seconded: Laura L.
<b>Dental Assisting Certificate of Achievement (Career Technical)</b> is being revised to update course blocks for course hour changes		CAC Committee Vote: Aye

<b>MATH 260</b> (course revision)	Pre-Statistics is being revised to update the descriptions, prerequisite information, and class assignments	Tabled until first agenda of fall 2018 CAC meeting since the changes go into effect fall 2019
<b>Medical Insurance and Coding Specialist Associate in Science (Career Technical)</b> is being revised to update program outcomes		Tabled to address Kiran's comment about clarifying the number of units
<b>Medical Insurance and Coding Specialist Certificate of Achievement (Career Technical)</b> is being revised to update program outcomes		Tabled until clarification of MATH 261 advisory in course blocks
<b>Next meeting: TBD</b> <b>Location: TBD</b>		