

**Curriculum Advisory Committee  
Meeting minutes**

<b>DATE: February 04, 2019 LOCATION: BMC 201 @ 3:30 pm – 5:00 pm</b>			
<b>Attendees:</b>			
	Richard Abend, ESL → voting member	X	Laura Loop, Nursing → voting member
X	Judy Cutting, Dean of Instruction - CTE		Vanessa Lord, Life Science → voting member
X	Keith Eubanks – Humanities → voting member	X	Gamble Madsen, Chairperson/Creative Arts → voting member
X	Fred Hochstaedter, Academic Senate → voting member	X	Laura Patterson, CurricUNET Specialist
X	He Seon Ihn, Articulation Officer → voting member		Beth Penney, Basic Skills→ voting member
	Mashal Imtiaz → voting member		David Seagal, Business and Technology/CSIS → voting member
X	Lynn Iwamoto, Physical Sciences → voting member	X	Rachel Whitworth, Social Sciences → voting member
X	LaRon Johnson, Counseling/Student Services → voting member		Cathryn Wilkinson, Dean of Instruction – Liberal Arts
	Kiran Kamath, Vice President of Academic Affairs	X	Vincent Van Joolen, Dean of Instruction - STEM
	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Library
X	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>Call to Order</b>	3:40 pm - 6:00 pm	
<b>Announcements</b>	David would like to remove the paramedic courses & programs from the agenda and revisit them in the fall	
<b>Visitors</b>	David Brown - FPTC, Libby Flores - LETP	
<b>Approval of February 04, 2019 Agenda</b>	<b>Corrections noted:</b> see announcements above	Motion to approve after amendment: Rachel Seconded: Laura L Present CAC Committee Members Vote: Unanimous
<b>Approval of minutes</b>	<b>N\A</b>	

<b>Consent Agenda</b>		
<p><i>Non-substantial changes (effective Fall 2019):</i></p> <ul style="list-style-type: none"> <li>ENGL 25A, 25B, 25C: Add representative reading lists required for UC transferability attempt</li> <li>English – Creative Writing Certificate of Achievement (approved by CAC on 1/30/19): Revise ‘Creative Writing’ course block to include new course ENGL 55 – vote after the course is approved</li> </ul>		<p>Motion to approve after amending for English CoA: Lynn            Seconded: Rachel            Present CAC Committee            Members Vote: Unanimous</p>
<b>Action Agenda</b>		
<b>AUTO 103</b> (revision)	<i>Engine Performance</i> is being revised to update the descriptions, the units, hours, objectives, requisites, lecture and lab content, class assignments, textbooks, and methods of evaluation	Added to the next CAC agenda due to time constraints
<b>EMMS 30</b> (new)	<i>Paramedic – Core</i> is a new course that is being created to provide a needed training program to Monterey County	Pulled from consideration See announcements above
<b>EMMS 31</b> (new)	<i>Paramedic – Internship</i> is a new course that is being created to provide a needed training program to Monterey County	
<b>EMMS 32</b> (new)	<i>Paramedic – Clinical</i> is a new course that is being created to provide a needed training program to Monterey County	
<b>ENGL 55</b> (new)	<p><i>Novel Writing II</i> is a new course that is being created meets the needs of writers who have progressed beyond the opening stages of novel conception and drafting to a point farther along in the process, where questions relating to narrative cohesion, pacing, and more arise and must be addressed</p> <p>There was a discussion about the number of electives in the program. This course did not make it to the board agenda for the Feb 6 meeting and therefore there is time to have a further conversation about this course for the next catalog.</p> <p>Keith will bring up the conversation about electives and the two-year cycle at the next HUMA division meeting. Currently, the ENGL program follows a 3-year rotation for courses.</p> <p>Rachel recommended that CAC develop specific criteria for considering situations like this (when there is a proposal for a new course when many electives exist)</p>	<p>Motion to approve: KE            Seconded: LJ            CAC Committee Voted: All in favor (GM, KE, RW, LJ, HI, LL, VL)</p> <p>FH opposed.</p>

<b>FPTC 117</b> (new)	<i>Vehicle Extrication</i> is a new course that is being created to meet ongoing training needs at the request of Cal-Fire	Will be added to a future CAC agenda due to time constraints
<b>FPTC 118</b> (new)	<i>Low-Angle Rope Rescue</i> is a new course that is being created to meet ongoing training needs at the request of Cal-Fire	Will be added to a future CAC agenda due to time constraints
<b>FPTC 119</b> (new)	<i>Rapid Intervention Crew Operations</i> is a new course that is being created to meet ongoing training needs at the request of Cal-Fire	Will be added to a future CAC agenda due to time constraints
<b>FPTC 126</b> (new)	<i>Confined-Space Rescue Technician</i> is a new course that is being created to meet ongoing training needs at the request of Cal-Fire	Will be added to a future CAC agenda due to time constraints
<b>FPTC 127A</b> (new)	<i>S-212 Wildland Fire Chainsaws</i> is a new course that is being created to meet ongoing training needs at the request of Cal-Fire	Will be added to a future CAC agenda due to time constraints
<b>FPTC 127B</b> (new)	<i>S-290 Intermediate Wildland Fire Behavior</i> is a new course that is being to meet ongoing training needs at the request of Cal-Fire created	Will be added to a future CAC agenda due to time constraints
<b>FPTC 130A</b> (new DE)	Company Officer 2A – Human Resource is a new course that is being created to meet the career development needs of our Fire Technology students	Motion to approve contingent the VP of OAA approval: Rachel Seconded: Lynn Present CAC Committee Members Vote: Unanimous  Motion to approve DE: Rachel Seconded: Lynn Present CAC Committee Members Vote: Unanimous  Motion to approve Prerequisite Seconded: Keith Present CAC Committee Members Vote: Unanimous
<b>FPTC 130B</b> (new DE)	<i>Company Officer 2B – General Administrative</i> is a new course that is being created to meet the career development needs of our Fire Technology students	
<b>FPTC 130C</b> (new DE)	<i>Company Officer 2C – Fire Inspections and Investigations for Company Officers</i> is a new course that is being created to meet the career development needs of our Fire Technology students	
<b>FPTC 130D</b> (new DE)	<i>Company Officer 2D – All-Risk Command Operations for Company Officers</i> is a new course that is being created to meet the career development needs of our Fire Technology students	
<b>FPTC 130E</b> (new DE)	<i>Company Officer 2E – Wildland Incident Operations for Company Officers</i> is a new course that is being created to meet the career development needs of our Fire Technology students	
<b>FPTC 131</b> (new)	<i>Hazardous Material Incident Commander Training</i> is a new course that is being created to be a part of the new Company Officer Certificate of Achievement. This	Will be added to a future CAC agenda due to time constraints

	allows firefighters participating in MPC ISA Company Officer training to earn a college certificate	
<b>FPTC 135</b> (new)	<i>Ethical Leadership</i> is a new course that is being created to be a part of the new Company Officer Certificate of Achievement. This allows firefighters participating in MPC ISA Company Officer training to earn a college certificate	Will be added to a future CAC agenda due to time constraints
<b>FPTC 142</b> (new)	<i>I-200 Basic Incident Command System</i> is a new course that is being created to meet the requirements of the Company Officer Associate Degree	Will be added to a future CAC agenda due to time constraints
<b>FPTC 401</b> (new)	<i>Community Emergency Response Training</i> is a new course that is being created to support the Monterey community emergency response team program	Will be added to a future CAC agenda due to time constraints
<b>LETP 202</b> (new)	<i>Financial Crimes Investigation</i> is a new course that is being created for the POST-certified Institute of Criminal Investigations course used throughout the state of California and required for Financial Crime Investigators	Motion to approve: Laura L Seconded: Lynn Present CAC Committee Members Vote: Unanimous
<b>LETP 213</b> (new)	<i>Public Information Officer</i> is a new course that is being created for local agencies to train their Public Information Officers	Tabled until it gets to the CAC level of the approval process
<b>LETP 238</b> (new)	<i>Tactical Patrol Rifle Instructor</i> is a new course that is being created for local agencies to train their Public Information Officers (POST Certified)	Motion to approve: Lynn Seconded: Rachel Present CAC Committee Members Vote: Unanimous
<b>LETP 241</b> (new)	<i>Community Service Officer</i> is a new course that is being created	Tabled until it gets to the CAC level of the approval process
<b>LETP 249</b> (new)	<i>Public Safety Dispatch Academy</i> is a new course that is being created for the Commission on Peace Officers Standards and Training (POST) minimum training requirements for entry-level dispatchers	
<b>Baking and Pastry Arts Certificate of Achievement</b> is being revised to convert from a Certificate of Training to Certificate of Achievement, and to update the course blocks		TABLED
<b>Cisco Network Technician Certificate of Training</b> is a new program that is being created to recognize student achievement in preparation for the Cisco International certification		Motion to approve: Fred Seconded: Gamble Present CAC Committee

	Members Vote: Unanimous
<b>Company Officer Certificate of Achievement</b> is a new program that is being created to provide the fire officer with coursework needed to be successful in his or her position	Motion to approve: Fred Seconded: Rachel Present CAC Committee Members Vote: Unanimous
<b>Paramedic Certificate of Achievement</b> is a new program that is being created to provide the student with skills and necessary to perform the duties of a paramedic	Pulled from consideration See announcements above
<b>Paramedic Associate in Science</b> is a new program that is being created to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the prehospital setting and to provide the necessary coursework to be licensed in the State of California and nationally certified	
<b>Sustainable Culinary Arts Fundamentals Certificate of Achievement</b> is a new program that is being created to prepare students for entry-level culinary positions. This certificate would be available for dual enrollment students to complete while in high school  CAC members expressed concern about the word “sustainable” in the title.	Moved to approve pending the change to the title to remove “sustainable” from the title OR include information about sustainability in the description/SLOs.  Motion to approve: Rachel Seconded: Lynn  Present CAC Committee Members Voted: Unanimous
<b>Discussion Agenda</b>	
Confirm remaining CAC meetings for Spring 2019. Proposed (Wednesdays, 3:30 pm, BMC 201):  February 13 February 20 March 6 March 13 March 27 April 3 April 10	

April 17 (GE?)

May 1

May 15

**Next CAC Meeting February 13, 2019**

**BMC 201**

**3:30 pm – 5:00 pm**