

**Curriculum Advisory Committee
Meeting minutes**

DATE: January 30, 2019 LOCATION: BMC 201 @ 3:30 pm – 5:00 pm

Attendees:

	Richard Abend, ESL → voting member	X	Laura Loop, Nursing → voting member
X	Judy Cutting, Dean of Instruction - CTE	X	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		Laura Patterson, CurricUNET Specialist
X	He Seon Ihn, Articulation Officer → voting member	X	Beth Penney, Basic Skills→ voting member
	Mashal Imtiaz → voting member	X	David Seagal, Business and Technology/CSIS → voting member
X	Lynn Iwamoto, Physical Sciences → voting member	X	Rachel Whitworth, Social Sciences
	LaRon Johnson, Counseling/Student Services → voting member	X	Cathryn Wilkinson, Dean of Instruction – Liberal Arts
	Kiran Kamath, Vice President of Academic Affairs	X	Vincent Van Joolen, Dean of Instruction - STEM
X	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Library
	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		Vacant, Physical Education

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Laura Patterson/John Skellenger

Agenda Item		Action
Call to Order	3:38 pm	
Announcements	Next board meeting is last meeting for programs to be approved to move forward.	
Visitors	Paola Gilbert, Anita Johnson	
Approval of January 30, 2019 Agenda	Corrections noted:	Motion to approve: Beth Seconded: Lynn Opposed: Fred
Approval of	Corrections noted:	Motion to approve: Beth

January 15, 2019 minutes	MATH 31 and PSYC 1 were reversed. Math was not addressed. Approved pending correction.	Seconded: Laura CAC Committee Voted: Aye
Consent Agenda		
<i>Non-substantial changes (effective fall 2019)</i>		
<ul style="list-style-type: none"> ▪ Social Justice Studies AA-T's (ETNC, GWOS concentrations; approved 1/15/19): Revisions to outcomes verbiage <ul style="list-style-type: none"> ○ GWOS concentration: Originator has also revised the wording in the "program goals" section of the narrative to more closely match the wording in the program goals for the ETHN SJS AA-T Program Narrative <p>LETP 108 (approved by CAC in March 2018): adjust the variable hours in CurricUNET to add up to 2.5-3.5 units (correcting current totals of 2 - 3 units in CurricUNET).</p>		<p>Motion to approve: Keith Seconded: Rachel CAC Committee Voted: Aye</p>
Action Agenda		
CSIS 10A (DE Revision)	<i>Programming Methods I: Java</i> is being revised to update the prerequisites, class assignments, textbook, and methods of instruction	Not addressed
CSIS 89 (New DE)	<i>CCNA Cyber Operations</i> is new course to prepare students for the latest Cisco CCNA Cyber Ops certification which meets an industry need for trained personnel to manage Security Operations Center (SOC)	<p>Motion to approve: Fred Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to approve DE: Rachel Seconded: Fred CAC Committee Voted: Aye</p>
EMMS 170B	<i>Emergency Medical Technician 1: Basic Training</i> is being revised to update the descriptions, the units, the hours, objectives, prerequisites, lecture content, and textbook	<p>Motion to approve: Rachel Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to approve co-req. Rachel Seconded: Lynn</p>

		Aye
EMMS 207R	EMT – 1: Re-certification is being revised to update the descriptions, repeatability, prerequisites, class assignments, textbook, methods of evaluation	Motion to approve: Rachel Seconded: Lynn CAC Committee Voted: Aye
EMMS 30 (new)	Integrated into the new Paramedic CA and AS	Not addressed
EMMS 31 (new)	Integrated into the new Paramedic CA and AS	Not addressed
EMMS 33 (new)	Integrated into the new Paramedic CA and AS	Not addressed
ENGL 1AE (new)	<i>College Composition: Enhanced</i> is a new course that is being created so that it can be submitted to UC for transfer approval as soon as possible. It is a possible future alternative to the previously approved combination of ENGL 1A (3 units) and ENGL 101A (2 units). The English Department's Acceleration Committee will start the 2019 academic year with the combination of ENGL 1A and ENGL 101A, but we would like to have an approved 5-unit ENGL 1A course ready to offer, depending on student response.	Motion to approve: Keith Seconded: Gable CAC Committee Voted: Aye Motion to approve prerequisites: Keith Seconded: Gamble CAC Committee Voted: Aye

ENGL 25ABC & 49 (New DE)	<i>Great Books Seminar I</i> is a new course that is being created to add to the Great Books Certificate of Achievement	Motion to approve: Keith Seconded: Rachel CAC Committee Voted: Aye
ENGL 25B (New DE)	<i>Great Books Seminar II I</i> is a new course that is being created to add to the Great Books Certificate of Achievement	Motion to approve DE: Keith Seconded: Rachel CAC Committee Voted: Aye
ENGL 25C (New DE)	<i>Great Books Seminar III I</i> is a new course that is being created to add to the Great Books Certificate of Achievement	
ENGL 49 (New DE)	<i>The Great Novel</i> is a course that was archived and is being brought back to be an elective as part of the Great Books Certificate of Achievement. The revision includes updates the title, descriptions, objectives, requisites, lecture content, class assignments, textbook, supplemental materials, methods of evaluation and methods of instruction. Reinstatement.	
ENGL 55 (new)	<i>Novel Writing II</i> is a new course that is being created to meet the needs of student 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.	Table this course, Further conversation with Henry need to take place.
FPTC 117		Not addressed
FPTC 118		Not addressed
FPTC 119		Not addressed
FPTC 126		Not addressed
FPTC 127A		Not addressed
FPTC 127B		Not addressed
FPTC 131		Not addressed
FPTC 135		Not addressed
FPTC 142		Not addressed
FPTC 401		Not addressed

FPTC 130A (new)	Integrated into the new Company Officer CA	Not addressed
FPTC 130B (new)	Integrated into the new Company Officer CA	Not addressed
FPTC 130C (new)	Integrated into the new Company Officer CA	Not addressed
FPTC 130D (new)	Integrated into the new Company Officer CA	Not addressed
FPTC 130E (new)	Integrated into the new Company Officer CA	Not addressed
GWOS 3 (DE Revision)	<i>Gender and Violence</i> is being revised to update the requisites, class assignments, textbooks, methods of evaluation, and methods of instruction Approved pending the addition of a recently approved textbook.	Motion to approve: Keith Seconded: Fred CAC Committee Voted: Aye Motion to approve DE: Keith Seconded: Rachel CAC Committee Voted: Aye
GWOS 12\HIST 12 (DE Revision)	<i>Women in United States History</i> is being revised to update the requisites, class assignments, textbooks, and methods of instruction Approved, pending addition of updated text book and adding History as a second discipline.	Motion to approve: Fred Seconded: Keith CAC Committee Voted: Aye Motion to approve DE: Keith Seconded: Rachel CAC Committee Voted: Aye
HUMS 53 (revision)	<i>Introduction to Counseling</i> is being revised to update the title, requisites, class assignments, and textbooks	Motion to approve: Keith Seconded: Lynn CAC Committee Voted: Aye
LETP 202 (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	Not addressed
LETP 213 (new)	<i>Public Information Officer</i> is a new course that is being created for local agencies to train their Public Information Officers	Not addressed
LETP 238 (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)	Not addressed

LETP 249 (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	Not addressed
MEDA 250 [251] (new)	<i>Community Health Worker Level One</i> is a new course that is being created to become part of the proposed Community Health Worker Certificate of Achievement Approved, contingent upon VPAA approval. Justification of why lab content is the same. Both MEDA courses	Motion to approve: Fred Seconded: Keith CAC Committee Voted: Aye
MEDA 251 [252] (new)	<i>Community Health Worker Externship</i> is a new course that is being created to allow Community Health Worker students to apply and fine-tune the skills learned in the classroom	Motion to approve: Fred Seconded: Keith CAC Committee Voted: Aye
NUTF 215 (new)	<i>Certified Dietary Manager/Food Protection Prep</i> is a new course that is being created to provide focused exam preparation for students taking the CDM, CFPP exam	Motion to approve: Fred Seconded: Vanessa CAC Committee Voted: Aye
American Sign Language Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement. Included in the revision are updates to: the description, program outcomes, and course blocks		Motion to approve: Keith Seconded: Lynn CAC Committee Voted: Aye
Basic EMS and Fire Training Certificate of Achievement is new program that created to provide the student with training to become an Emergency Medical Technician and prepare them for entry into Fire Academy training to become a Fire Fighter Approved, pending update the outcomes language to reflect medical courses in the course blocks.		Motion to approve: Keith Seconded: Fred CAC Committee Voted: Aye

<p>Business COAs Accepted as a group.</p> <p>Business – Accounting/Bookkeeping Certificate of Achievement Minimum unit value must be raised to 8 or more; will consult with Originator</p> <p>Business - Business Administration Certificate of Achievement</p> <p>Business - Business Technology Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement. Included in the revision are updates to: the description, and program outcomes</p> <p>Business - Entrepreneurship Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement. Included in the revision are updates to: the description, and program outcomes</p> <p>Business - Human Resources Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement. Included in the revision are updates to: the description, and program outcomes</p> <p>Business - Leadership Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement. Included in the revision are updates to: the description, and program outcomes</p> <p>Business - Sales and Marketing Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement. Included in the revision are updates to: the description, and program outcomes</p>	<p>Motion to approve: Keith Seconded: Rachel CAC Committee Voted: Aye</p>
<p>Certified Dietary Manager, Certified Food Protection Professional Certificate of Achievement is new program that created to allow students to meet transcript requirements to sit for the CDM, CFPP national exam in conjunction with a 2 year or 4 year degree in Nutrition or Hospitality from MPC or another school</p> <p>Approved as COA, which based upon the law is permissible but is in flux. If it does not meet the minimum, it is approved as a COT revision.</p>	<p>Motion to approve: Fred Seconded: Vanessa CAC Committee Voted: Aye</p>
<p>Cisco Network Technician Certificate of Training is new program that created to recognize student achievement in preparation for the Cisco International certification</p>	<p>Tabled until next meeting</p>

Community Health Worker Certificate of Achievement is new program that created to give allied health students more options for employment and career paths. It may also attract students from the fields of Human Services and Communication	Motion to approve: Fred Seconded: Keith CAC Committee Voted: Aye
Computer Science Associate in Science is new program that created to prepare students for entry-level employment or further education in Computer Science or related disciplines	Motion to approve: Keith Seconded: David CAC Committee Voted: Aye
Emergency Medical Technician 1: Basic Training Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement, and to update the description	Motion to approve: Rachel Seconded: Lynn CAC Committee Voted: Aye
Engineering Certificate of Achievement is a new program that is being created to highlights the full major preparation required for students to transfer to most university Engineering baccalaureate programs Engineering Fundamentals Certificate of Achievement is a new program that is being created to provide a clear and achievable starting point for students considering a major in engineering, which is a very high unit major. Also, to award students who have achieved a significant amount of coursework in the field and who may need to transfer out or begin a career before completing the entire sequence for their major	Motion to approve: Fred Seconded: Lyn CAC Committee Voted: Aye
English: Creative Writing Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement, and to update the description and course blocks Approved with or without approval or ENGL 55, which has been tabled for clarification w/Henry	Motion to approve: Fred Seconded: Rachel CAC Committee Voted: Aye
English: Great Books Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement, and to update the description and course blocks	Motion to approve: Keith Seconded: Rachel CAC Committee Voted: Aye
Gender and Women's Studies Associate in Arts is being revised to update the description, program outcomes,	Motion to approve: Rachel

and course blocks	Seconded: Lynn CAC Committee Voted: Aye
Health Service Professions Certificate of Achievement is a new program that is being created to offer students seeking health careers the foundations for success in transfer-level and/or CTE-required coursework along with the exploration of a variety of health career options that match personal interest and aptitude	Motion to approve: Keith Seconded: Lynn CAC Committee Voted: Aye
IT Computer Retail Sales and Support Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement, and to update the outcomes	Motion to approve: Rachel Seconded: Gamble CAC Committee Voted: Aye
IT Help Desk and User Support Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement.	
IT Technician – Networking Specialization Certificate of Achievement is being revised to convert from a Certificate of Training to Certificate of Achievement, and to update the course blocks	
Medical Scribing Certificate of Achievement is a new program that is being created to prepare students for national certification through one of two agencies currently offering this credential	Motion to approve: Rachel Seconded: Lynn CAC Committee Voted: Aye
Physical Education Aide Associate in Science is being revised to update the course blocks	No action
Software Development Certificate of Achievement is a new program that is being created to help students who have completed a substantial amount of programming classes highlight this fact on their resume, making them more attractive to potential employers	Motion to approve: Keith Seconded: Lynn CAC Committee Voted: Aye
Approved, pending the removal of CSIS 78 and CSIS 98.	
Spanish: Spanish Language Certificate of Achievement is a new program that is being created to is being revised to convert from a Certificate of training to Certificate of Achievement	Motion to approve: Fred Seconded: Rachel CAC Committee Voted: Aye
Sustainable Culinary Arts Fundamentals Certificate of Achievement 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	No Action

Next CAC Meeting: Monday, February 4, 2019
BMC 201
3:30 pm – 5:00 pm