

Curriculum Advisory Committee Meeting Notes

DATE: Feb. 26, 2014 LOCATION: BMC-207			
✓	Richard Abend, ESL	✓	Kristine O' Dell, Business and Technology
✓	Bill Easton, Library	✓	Beth Penney, Humanities
✓	Sunshine Giesler, Chairperson/ Life Science		Vacant, Academic Senate
	Michael Gilmartin, Administration		Vacant, Creative Arts
✓	Elizabeth Harrington, Articulation Officer		Vacant, Physical Education
✓	He Seon Ihn, Curriculum/Catalog Technician		Vacant, Student Representative
✓	Lynn Iwamoto, Physical Science		
✓	LaRon Johnson, Student Services		
✓	Laura Loop, Nursing		

Meeting Chaired by: Sunshine Giesler

Notes Submitted by: Yen Le

Agenda Item	Discussion / Comments	Action
Announcements	No announcements.	No announcements.
Comments from Visitors	No visitors' comments.	No visitors' comments.
Approval of Minutes: 2/19/14	No corrections noted.	Motion to approve: Lynn Seconded: LaRon Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth Nay: Abstain: Motion approved.

<p>Discussion Agenda</p>	<ul style="list-style-type: none"> • Counseling Department’s concerns about mid-year changes to courses & programs. Sunshine addressed the concerns from Susan Walter, counselor, regarding the introduction of new programs and course revisions after the official catalog has been printed and saying that it will produce real problems for students. The committee discussed the reason why we have a supplemental catalog because all new course/program approvals after the catalog is printed would appear in the supplemental catalog. The committee is also concerned about AA-T and AS-T students’ transcripts because when changes are made to the titles and numbers of courses, the new course names would appear on their transcripts but will not match the courses in the students’ enrollment histories or official catalog. Usually after the State has approved the new programs/courses, all of these would be put in the system and would be effective for the next term. It was also pointed out that AA-T and AS-T degrees need special consideration. The counselors would have to use the old program sheet when programs change. Sunshine will inform Susan about the committee’s discussion, and the committee will follow Michael’s directions. 	<p>Discussion will continue.</p>
<p>Consent Agenda</p>	<ul style="list-style-type: none"> • Medical Assisting Certificate of Achievement (CTE); Medical Assisting Associate in Science (CTE); Medical Insurance and Coding Specialist Certificate of Achievement (CTE); Medical Insurance and Coding Specialist Associate in Science (CTE); Medical Office Administration Certificate of Achievement (CTE). Committee recommends to add “or higher” after “MATH 261” in Certificate Requirements. • Deletion of PHOT 3, 60 and AVIA 101, 102, 103, effective Fall 2014. 	<p>Motion to approve: Richard Seconded: Lynn</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay: Abstain: Motion approved.</p>
<p>LETP 250</p>	<p>LETP 250 (Arrest and Control/Driving (PSP)) is revised to update course description and prerequisites.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p>

<p>LETP 250 (continued)</p>		<p>Nay: Abstain: Motion approved.</p>																					
<p>BUSC 126A</p>	<p>BUSC 126A (<i>Google Drive: Collaborative Business Applications</i>) is a new course which is being added to the curriculum for program overhaul, adding coursework to cover new technology. This course is being added to the existing program.</p> <p><u>Corrections noted:</u></p> <ul style="list-style-type: none"> - Course Title: replace “- “ with “:” after “Google Drive”. - Reason for Proposing or Revising: add “program overhaul--adding coursework to cover new technology”. - Catalog Description: add “Also offered online.”. 	<p>Motion to approve with corrections: Richard Seconded: Beth</p> <p>Aye:</p> <table border="0"> <tr> <td>Bill</td> <td>LaRon</td> <td>Richard</td> </tr> <tr> <td>Beth</td> <td>Laura</td> <td>Sunshine</td> </tr> <tr> <td>Kristine</td> <td>Lynn</td> <td>Elizabeth</td> </tr> </table> <p>Nay: Abstain: Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: Bill Seconded: Richard</p> <p>Aye:</p> <table border="0"> <tr> <td>Bill</td> <td>LaRon</td> <td>Richard</td> </tr> <tr> <td>Beth</td> <td>Laura</td> <td>Sunshine</td> </tr> <tr> <td>Kristine</td> <td>Lynn</td> <td>Elizabeth</td> </tr> <tr> <td>Bill</td> <td>LaRon</td> <td>Richard</td> </tr> </table> <p>Nay: Abstain: Motion Approved.</p>	Bill	LaRon	Richard	Beth	Laura	Sunshine	Kristine	Lynn	Elizabeth	Bill	LaRon	Richard	Beth	Laura	Sunshine	Kristine	Lynn	Elizabeth	Bill	LaRon	Richard
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<p>BUSC 140</p>	<p>BUSC 140 (<i>Microsoft Word 2013: Word for Windows I</i>), formerly BUSC 100A, is revised to change name, number and add online method of delivery.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Beth Seconded: Bill</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: Bill Seconded: Lynn</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>
<p>BUSC 141</p>	<p>BUSC 141 (<i>Microsoft Word 2013: Word for Windows II</i>), formerly BUSC 100B, is revised to change name, number and add online method of delivery.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Lynn Seconded: LaRon</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p>

<p>BUSC 141 (continued)</p>		<p>Abstain: Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: Bill Seconded: Lynn</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay: Abstain: Motion Approved.</p>
<p>BUSC 142</p>	<p>BUSC 142 (<i>Microsoft Word 2013: Word for Windows III</i>), formerly BUSC 100C, is revised to change name, number and add online method of delivery.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Lynn Seconded: LaRon</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay: Abstain: Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: Richard Seconded: Lynn</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay: Abstain: Motion Approved.</p>

<p>BUSC 143</p>	<p>BUSC 143 (<i>Microsoft Word 2013: Advanced Word for Windows</i>), formerly BUSC 101A, is revised to change name, number and add online method of delivery.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Beth Seconded: Lynn</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay: Abstain:</p> <p>Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: LaRon Seconded: Bill</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay: Abstain:</p> <p>Motion Approved.</p>
<p>BUSC 151</p>	<p>BUSC 151 (<i>Microsoft Excel 2013: Introduction to Spreadsheets II</i>), formerly BUSC 119B, is revised to change name, number and add online method of delivery.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Bill Seconded: Lynn</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p>

<p>BUSC 151 (continued)</p>		<p>Abstain:</p> <p>Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: Lynn Seconded: Beth</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>
<p>BUSC 160</p>	<p>BUSC 160(<i>Microsoft PowerPoint: Introduction to Spreadsheets II</i>), formerly BUSC 120, is revised to change name, number and add online method of delivery.</p> <p><u>Corrections noted:</u></p> <p>Catalog Description: add “Portions of instruction may be offered online; also offered fully online.”.</p>	<p>Motion to approve with corrections: Lynn Seconded: Bill</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p> <hr/> <p>Motion to approve as a Distance Education course: LaRon Seconded: Elizabeth</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p>

BUSC 160 (continued)		Nay: Abstain: Motion Approved.
PERS 10	PERS 10 (<i>Orientation to College</i>), is being revised to change title, unit, content and add major exploration. No corrections noted.	Motion to approve with corrections: Beth Secoded: Lynn Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth Nay: Abstain: Motion Approved. <hr/> Motion to approve as a Distance Education course: Bill Secoded: LaRon Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth Nay: Abstain: Motion Approved.
CSIS 172	CSIS 172 (<i>Managing and Maintaining Windows Server</i>), is being revised to update content in response to new certification requirement. <u>Corrections noted:</u> Course Title: removed “s” after “Server”.	Tabled.

<p>CSIS 172 (continued)</p>	<p>Catalog Description and Schedule Description: replace “server” with “Server”.</p> <p>Transferability:</p> <ul style="list-style-type: none"> - MPC AA/AS Degree: check Major box. - MPC Certificate: check Elective box. <p>Lab content: revise as necessary to provide more detail.</p>										
<p>CSIS 174</p>	<p>CSIS 174 (<i>Manage/Maintain Advanced Windows Server Services</i>) is being revised to update content in response to new certification requirement.</p> <p><u>Corrections noted:</u></p> <p>Course Title: replace “Win SRVR” with “Windows Server”.</p> <p>Lab Content: replace “Chapters have labs associated with them to help students master skills in the concepts presented.” with “Lab activities follow lecture content.”.</p> <p>Transferability:</p> <ul style="list-style-type: none"> - MPC AA/AS Degree: check Major and Elective boxes. - MPC Certificate: check Elective box. <p>Units/Hours: add “No repeatable”.</p>	<p>Motion to approve with corrections: Lynn Seconded: Beth</p> <p>Aye:</p> <table border="0"> <tr> <td>Bill</td> <td>LaRon</td> <td>Richard</td> </tr> <tr> <td>Beth</td> <td>Laura</td> <td>Sunshine</td> </tr> <tr> <td>Kristine</td> <td>Lynn</td> <td>Elizabeth</td> </tr> </table> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>	Bill	LaRon	Richard	Beth	Laura	Sunshine	Kristine	Lynn	Elizabeth
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Beth	Laura	Sunshine									
Kristine	Lynn	Elizabeth									
<p>FASH 63</p>	<p>FASH 63 (<i>Tailoring</i>) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <p>Lab Content: replace “time will” with “activities”.</p>	<p>Motion to approve with corrections: Beth Seconded: Lynn</p> <p>Aye:</p> <table border="0"> <tr> <td>Bill</td> <td>LaRon</td> <td>Richard</td> </tr> <tr> <td>Beth</td> <td>Laura</td> <td>Sunshine</td> </tr> <tr> <td>Kristine</td> <td>Lynn</td> <td>Elizabeth</td> </tr> </table> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>	Bill	LaRon	Richard	Beth	Laura	Sunshine	Kristine	Lynn	Elizabeth
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<p>FASH 70</p>	<p>FASH 70 (<i>Garment Construction II</i>) is a new course for students needing an intermediate level of construction skills before continuing to couture or tailoring courses.</p>	<p>Motion to approve with corrections: Beth Seconded: Lynn</p>									

<p>FASH 70 (continued)</p>	<p><u>Corrections noted:</u></p> <p>Objectives: Item #3, replace “layout considerations” with “consider layout”.</p> <p>Lecture Content: Item III. F., replace “pleast” with “pleats”.</p> <p>Lab Content: replace “will” with “activities”.</p>	<p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>
<p>FASH 73</p>	<p>FASH 73 (<i>Contemporary Tailoring</i>) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <p>Lab Content: replace “will” with “activities”.</p>	<p>Motion to approve with corrections: Lynn Seconded: Richard</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>
<p>FASH 75</p>	<p>FASH 75 (<i>Sewing Specialty Fabrics</i>) is being revised to change the name.</p> <p><u>Corrections noted:</u></p> <p>Materials Charge Proposal: item #1, replace “muslin 2 rolls” with “muslin, 2 rolls”.</p> <p>Lecture Content: replace “shaped” with “shapes”.</p> <p>Lab Content: replace “will” with “activities”.</p> <p>Required Texts: item #3, replace “Stratch” with “Stretch”.</p>	<p>Motion to approve with corrections: Lynn Seconded: Bill</p> <p>Aye: Bill LaRon Richard Beth Laura Sunshine Kristine Lynn Elizabeth</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Approved.</p>
<p>Next meeting: 3:00 p.m., Mar. 5, 2014, BMC-207</p>		