

Curriculum Advisory Committee Meeting Notes

DATE: April 21, 2010 LOCATION: LTC 232			
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library		Tom Rebold, Business and Technology
✓	Paola Gilbert, Humanities		Vacant, Academic Senate
✓	Michael Gilmartin, Administration		Vacant, Creative Arts
	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Nursing
	LaRon Johnson, Student Services		Vacant, Physical Education
	Tom Logan, Social Science		Vacant, Student Representative
✓	Laura Mock, CurricUNET Specialist		

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Lynn Iwamoto

Agenda Item	Discussion / Comments	Action
Approval of 4/14/2010 Meeting Notes	Corrections noted: <ul style="list-style-type: none"> • Change ENGL 110 to ENSL 110 in the beginning statement summarizing the proposed changes for BUSI 24, BUSI 30, BUSI 32, BUSI 36 and BUSI 38. • Corrections for WRLD 401, WRLD 402, WRLD 403, WRLD 404B, WRLD 405, WRLD 406 and WRLD 407: <ul style="list-style-type: none"> ▪ Add to the Objectives, “Objective #4, replace “and literature.” with “literature and attitudes to older adults.” ▪ Between Objectives and Other Out-of-class Assignments, add “Lecture Content, Item #3, replace “issues that will interest” with “issues that interest.”” ▪ Add to Other Out-of-class Assignments, “replace the second “None” with “Writing journal entries.”” ▪ Between the corrections for Line #4 and for Line #5 of Additional assessment information, add “Lines #4-#5, replace “can attempt to integrate” with “can integrate.”” ▪ In “Diversity Issues”, replace “allows” with the phrase: “enables”, Line #2, delete “better”.” 	Motion to approve with corrections: <div style="text-align: right; padding-right: 20px;">Richard Abend</div> Seconded: Paola Gilbert Motion approved with corrections.

Approval of 4/14/2010 Meeting Notes (continued)	<p><u>Exceptions:</u> WRLD 406 and WRLD 407 did not need the Lecture Content fix.</p> <ul style="list-style-type: none"> • Additional corrections for WRLD 404B: <ul style="list-style-type: none"> ▪ Objectives: Add a left quote to the phrase: roles of men” ▪ Lecture Content: Change the period to the comma in the replacement. Therefore, “emperors.” Diocletian.” will become “emperors,” Diocletian.” 	
Consent Agenda	None.	
Discussion	None.	
LIBR 50	<p>LIBR 50 (<i>Introduction to Information Competency and Literacy</i>) is being revised to reflect the current FTE and course content.</p> <p>Course Data Sheet: Item 3: Delete “1. Some students need letter grades; there, the change from C/NC to LG-C/NC is necessary. 2. Information competency graduation requirement has been added to the catalog and schedule description.” This was the reason for the last revision and is not appropriate for this revision. It will be replaced with “1. To reflect the current FTE of 0.15. 2. Updating minor course content changes for the class.”</p> <p>Course Outline: Item 11a: Insert a space between ENGL and 111.</p> <p>Distance Education Form: Item 4: Replace the “is” in “(the first semester is became a graduation requirement).” with “it”; Replace “retain” in “...but some of the techniques to retain success include follow-ups...” with “support”; Item 10: Change the first word in the last sentence from “The” to “They”; Item 11: Replace “Students with additional needs-we have worked with...” with “Students with additional needs we work with...”</p>	<p>Motion to approve with corrections: Richard Abend</p> <p>Seconded: Paola Gilbert</p> <p>Motion approved with corrections.</p>
LNSK 410	<p>LNSK 410 (<i>Job Readiness I</i>) is being revised to as a part of program review.</p> <p>Corrections noted on All Fields Report:</p> <p>Catalog Description: Change the second sentence from “The class will focus on work skills,...” to “The class focuses on work skills,...””; replace the word “utilized” in the last sentence with “used.”</p>	<p>Motion to approve with corrections: Bill Easton</p> <p>Seconded: Richard Abend</p> <p>Motion approved with corrections.</p>

<p>LNSK 410 (continued)</p>	<p>Schedule Description: Replace the word “utilized” in the last sentence with “used.” CBO4 course Credit Status: Change from D - Credit – Degree Applicable to N – Non Credit Course Outline: Item 4: The code for Non Credit is not appearing. This is a CurricUNET issue.</p>	
<p>SPCH 52</p>	<p>SPCH 52 (<i>Communication in the Workplace</i>) is a new course. It is proposed as a course that serves a general education course, but not proposed to be a part of a program. Lynn will check with the originator to see if they intended SPCH 52 to be a part of a program.</p> <p>Corrections noted: Cover page: Transferability: Change from “B. Transfers to CSU” to “A. Transfers to CSU; UC” Course Outline: Item 15: (remove quantities)</p> <ul style="list-style-type: none"> • Change from “Read 15 chapters of the textbook.” to “Read chapters of the textbook.” • Change from “Create two outlines for business presentations. to “Create outlines for business presentations.” • Change from “Write one essay, analyzing personal growth during the semester.” to “Write essays analyzing personal growth during the semester.” • Change from “Prepare for 2-3 exams.” to “Prepare for exams.” 	<p>Motion to approve with corrections: Richard Abend Seconded: Paola Gilbert</p> <p>Motion approved with corrections.</p> <p>This course needs approval for IGETC Area 1C, CSU GE Area A1 and course-to-course articulation with CSU.</p>
<p>LETP 245</p>	<p>LETP 245 (<i>Field Training Program</i>) is being revised to reflect the new range of hours and units, and updating lecture and lab content.</p> <p>Corrections noted on All Fields Report: Lab Content: Remove the html coding which results from cutting-and-pasting from a MS Word document. On closer inspection, we noticed a greater problem. They cut-and-pasted incorrectly. The last third of the outline (immediately after “IX. Searches”) was placed before the beginning two-thirds of the outline. The outline needs to be put back in order.</p>	<p>Motion to approve with corrections: Richard Abend Seconded: Bill Easton</p> <p>Against = 1</p> <p>Motion approved with corrections.</p>
<p>LETP 254</p>	<p>LETP 254 (<i>Dispatch Field Training Program</i>) is a new stand-alone course which is a continuation of the POST Dispatch Academy. To become a 911 dispatch operator, one must pass the POST Dispatch</p>	<p>Motion to approve the course with corrections: Bill Easton Seconded: Lynn Iwamoto</p>

<p>LETP 254 (continued)</p>	<p>Academy and the Dispatch Field Training Program.</p> <p>Corrections noted on All Fields Report: Cover Page: The choice for stand-alone was not selected. It is not showing on the first page of the All Fields Report. Lecture Content: Replace “Fie” found in “II. Geography; A. Assessors Fie” with “File”. Lab Content: Replace “Fie” found in “VI. Geography; A. Assessors Fie” with “File”; elaborate on “Clearing” found in “VIII. CAD for Radio; H. Flags; 2. Clearing; 3. Clearing.” Item 2 was changed to “2. Clearing calls” and item 3 was changed to “3. Clearing flags”. Other Methods: Capitalize “weekly”. CBO3 TOP Code: This will be filled in by Michael Gilmartin. CB09 SAM Code: This will be filled in by Michael Gilmartin.</p>	<p>Against = 1</p> <p>Motion approved with corrections.</p> <p>Motion to approve LETP 254 as a stand-alone course: Beth Penney Seconded: Richard Abend</p> <p>Against = 1</p> <p>Motion approved with corrections.</p>
<p>LETP 265</p>	<p>LETP 265 (<i>Philosophy of Leadership</i>) is a <u>new stand-alone</u> course which can be delivered in a <u>distance education</u> format.</p> <p>Course Data Sheet: Item 4: Delete the check for the AA/AS Degree and the check for the (AA/AS Degree) Elective; Item 23: Type the sentence “This is a new stand-alone course.” at the bottom. Course Outline Form: Item 2: Type “Offered online.” at the end of the description and before the advisories.; Item 5: CAC needs to know why the originator wants the course to be repeatable 10 times; Item 13a: Ask the originator if it is acceptable to delete every statement as the third level of the content outline (items starting with 1, 2, or 3). Distance Education Form: Item 2: Delete “providing equal qualitative value for the learner to best suit their needs outside the classroom.” and end the sentence with a period after “...a testing component.”; Item 5: Change “...online discussion/chat sessions during the course.” to “...online discussion/chat sessions.”; Item 8: Change “Instructors have specific “office hours” providing...” to “Instructors have specific online office hours providing...””; Item 9: Delete “Instructors have specific “office hours” providing direct access for students to receive additional assistance with course materials.” and replace with “Materials will be available throughout the website.”; Item 10: Change “insure” to “ensure” in the last sentence for this item; Item 11: Rewrite the sentence “Contact</p>	<p>Tabled pending further information: Lynn will contact Linda Vaughn to get clarification on the suggested repetition, ask if the modified content outline is acceptable, to get the name of the e-pack and to get the address of the course website.</p>

LETP 265 (continued)	will be both synchronous and asynchronous with a weekly “real-time” discussion period.” to “Contact will be both synchronous with a weekly “real-time” discussion period and asynchronous.”; Item 13: The address of the website is missing. English Basic Skills Advisory: Content Review Form: Replace “LETP 246” with “LETP 265.”	
MATH 381	MATH 381 (<i>Preparation for Beginning Algebra</i>) is being revised to change the word “Elementary” in the title to “Beginning.” Corrections noted on All Fields Report: Catalog Description: Replace “personalized online review” with “personalized review”; change “Only offered online.” to “Offered online.” Schedule Description: Replace “personalized online review” with “personalized review”. Outcomes: Replace “Reocgnize” at the start of the first objective with “Recognize”. Other Out-of-class Assignments: Rewrite “All work sill be coompleted through the ALEKS program online” with “All work is completed through the ALEKS program online.” CBO4 Course Credit Status: Change from “D – Credit – Degree Applicable” to “C – Credit – Not Degree Applicable”.	Motion to approve with corrections: Paola Gilbert Seconded: Bill Easton Motion approved with corrections.
PARK 130	Due to time constraints, PARK 130 (<i>Introduction to California State Parks</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 133B	Due to time constraints, PARK 133B (<i>Advanced Park Carpentry Skills</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 164	Due to time constraints, PARK 164 (<i>Resources Management Cultural: Advanced</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 166	Due to time constraints, PARK 166 (<i>Cultural Resource Management: Intermediate</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 167	Due to time constraints, PARK 167 (<i>Natural Resource Management: Intermediate</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 212	Due to time constraints, PARK 212 (<i>Volunteer Management</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

PARK 229	Due to time constraints, PARK 229 (<i>Advanced Trail Management</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 240	Due to time constraints, PARK 2410 (<i>Field Training Program</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 242R	Due to time constraints, PARK 242R (<i>Emergency Medical Responder/EMT Instructor Refresher</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 244R	Due to time constraints, PARK 244R (<i>Defensive Tactics Instructor Refresher</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 258	Due to time constraints, PARK 258 (<i>Internal Affairs Investigator</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 265	Due to time constraints, PARK 265 (<i>Historic Structures Maintenance</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 268	Due to time constraints, PARK 268 (<i>Equal Employment Opportunity (EEO) Counselor Training</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 271	Due to time constraints, PARK 271 (<i>Basic Park Carpentry Skills</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PERS 54	Due to time constraints, PERS 54 (<i>Leadership Communication</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 100A	Due to time constraints, BUSC 100A (<i>Word Processing: Microsoft Word for Windows I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 100B	Due to time constraints, BUSC 100B (<i>Word Processing: Microsoft Word for Windows II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 100C	Due to time constraints, BUSC 100C (<i>Word Processing: Microsoft Word for Windows III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 101A	Due to time constraints, BUSC 101A (<i>Word Processing: Advanced Microsoft Word for Windows I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 101B	Due to time constraints, BUSC 101B (<i>Word Processing: Advanced Microsoft Word for Windows II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSC 101C	Due to time constraints, BUSC 101C (<i>Word Processing: Advanced Microsoft Word for Windows III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 104A	Due to time constraints, BUSC 104A (<i>Word Processing: WordPerfect for Windows I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 104B	Due to time constraints, BUSC 104B (<i>Word Processing: WordPerfect for Windows II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 104C	Due to time constraints, BUSC 104C (<i>Word Processing: WordPerfect for Windows III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108C	Due to time constraints, BUSC 108C (<i>Computer Skills / Typing Skills: Part 1</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108D	Due to time constraints, BUSC 108D (<i>Computer Skills / Typing Skills: Part 2</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108E	Due to time constraints, BUSC 108E (<i>Computer Skills / Typing Skills: Part 3</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108F	Due to time constraints, BUSC 108F (<i>Computer Skills / Typing Skills: Part 4</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108G	Due to time constraints, BUSC 108G (<i>Computer Skills / Typing Skills: Part 5</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108H	Due to time constraints, BUSC 108H (<i>Computer Skills / Typing Skills: Part 6</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108I	Due to time constraints, BUSC 108I (<i>Computer Skills / Typing Skills: Part 7</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108J	Due to time constraints, BUSC 108J (<i>Computer Skills / Typing Skills: Part 8</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
<p>Next meeting: May 5, 2010, LTC 232 (April 28th meeting cancelled due to training for credit and non-credit submissions to the CCCCO's office via CurricUNET.)</p>		