

Curriculum Advisory Committee Meeting Notes

DATE: May 19, 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: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Approval of Notes: 5/12/10	Corrections noted: Delete checkmark from LaRon's name in attendance block.	Motion to approve with corrections: Tom L. Seconded: Paola Motion approved with correction.
Discussion Distance Education	Michael informed the committee that the Substantive Change Report being prepared for all campus programs by the Vice President of Academic Affairs will take a long time to prepare due to the number of programs addressed and the extensive amount of supporting data which must be collected. The Administration is asking the Curriculum Advisory Committee to begin approving online courses regardless of how such approval would affect the percentage of online courses in a program. Previous instructions to the committee had been to postpone such approvals until after a Substantive Change Report had been prepared. That practice is now seen as being a barrier to Distance Education courses. The Business Department's requests for new Distance Education approval will be brought back to the committee for consideration. Current practice is that faculty may not carry more than 50% of their load online.	FYI

<p>PERS 54</p>	<p>PERS 54 (<i>Leadership Communication</i>) is being revised as part of Program Review. This course is cross listed as SPCH 54. The course documents did not include SLOs. Lynn will look them up from the SPCH 54 documents and add them to this course.</p> <p>Corrections noted to the All Fields Report: Outcomes, Lynn will add SLOs.</p>	<p>Motion to approve with correction: Paola Seconded: Lynn Motion approved with correction.</p>
<p>BUSC 100A</p>	<p>BUSC 100A (<i>Word Processing: Microsoft Word for Windows I</i>) is being revised as part of Program Review. The <i>Course Advisory: Content Review Form</i> did not include BUSC 109.</p> <p>Corrections noted: Course Data Sheet, Item #4, add checkmark to the AA/AS Degree “Major” and Certificate “Elective” boxes; Item #6, delete the checkmark from the “Yes” box and add a checkmark to the “No” box; and, Item #12, delete the comment box. Course Outline, Item #2, Line #2, delete “on an IBM compatible computer” and delete the comment box; Item #3, Line #3, delete “on an IBM compatible computer” and delete the comment box; and, Item #14 delete “2007”. Course Advisory: Content Review Form, Distance education Form, Lynn will add BUSC 109 to the form. Basic Skill Advisories: Content Review Form, delete the leading statement and, Response #2, replace “Create” with “Read instructions to create”.</p>	<p>Motion to approve with corrections: LaRon Seconded: Tom R. Motion approved with corrections.</p>
<p>BUSC 100B</p>	<p>BUSC 100B (<i>Word Processing: Microsoft Word for Windows II</i>) is being revised as part of Program Review. The <i>Course Advisory: Content Review Form</i> did not include “Basic MS Word skills.”</p> <p>Corrections noted: Course Data Sheet, Item #4, add checkmark to the AA/AS Degree “Major” and Certificate “Required” boxes; Item #6, delete the comment box; and, Item #12, delete the comment box. Course Outline, Item #5, Line #2, add “3” to the number of repeats and delete “4.0”. Course Advisory: Content Review Form, Distance education Form, Lynn will add “Basic MS Word Skills” to the form.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Paola Motion approved with corrections.</p>

BUSC 100B (continued)	Basic Skill Advisories: Content Review Form , delete the leading statement and, Response #2, replace “Create” with “Read instructions to create”.	
BUSC 100C	<p>BUSC 100C (<i>Word Processing: Microsoft Word for Windows III</i>) is being revised as part of Program Review. The <i>Course Advisory: Content Review Form</i> did not include “Basic MS Word skills.”</p> <p>Corrections noted: Course Data Sheet, #6, delete the comment box; and, Item #12, delete the comment box. Course Outline, Item #14, delete comment box. Course Advisory: Content Review Form, Distance education Form, Lynn will add “Basic MS Word Skills” to the form. Basic Skill Advisories: Content Review Form, delete the leading statement and, Response #2, replace “Create” with “Read instructions to create”.</p>	<p>Motion to approve with corrections: Paola Seconded: Tom R.</p> <p>Motion approved with corrections.</p>
BUSC 101A	<p>BUSC 101A (<i>Word Processing: Advanced Microsoft Word for Windows I</i>) is being revised as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item C, Change to, Catalog Description, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.”; Schedule Description, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.”; and, delete comment boxes. Course Data Sheet, Item #4, add checkmark to the AA/AS Degree “Elective” and Certificate “Elective” boxes; Item #6, delete comment box; and, Item #12, delete the comment box. Course Outline, Item #2, Line #2, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.”, and delete the comment boxes; Item #3, Line #3, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.” and delete the comment boxes; and, Item #5, Line #2, add “3” to the number of repeats and delete “4”. Basic Skill Advisories: Content Review Form, delete the leading</p>	<p>Motion to approve with corrections: Tom R. Seconded: LaRon</p> <p>Motion approved with corrections.</p>

BUSC 101A (continued)	statement and, Response #2, replace “Create” with “Read instructions to create”.	
BUSC 101B	<p>BUSC 101B (<i>Word Processing: Advanced Microsoft Word for Windows II</i>) is being revised as part of Program Review. The <i>Course Advisory: Content Review Form</i> did not include “Basic MS Word skills.”</p> <p>Corrections noted: Course Revision Form, Item C, Change to, Catalog Description, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.”; Schedule Description, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.”; and, delete comment boxes. Course Data Sheet, Item #4, add checkmark to the AA/AS Degree “Elective” and Certificate “Elective” boxes; Item #6, delete comment box; and, Item #12, delete the comment box. Course Outline, Item #2, Line #2, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.”, and delete the comment boxes; Item #3, Line #3, delete “on an IBM compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment.” and delete the comment boxes; and, Item #5, Line #2, add “3” to the number of repeats and delete “4”; and, Item #14, delete comment box. Course Advisory: Content Review Form, Distance education Form, Lynn will add “Basic MS Word Skills” to the form. Basic Skill Advisories: Content Review Form, delete the leading statement and, Response #2, replace “Create” with “Read instructions to create”.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Paola</p> <p>Motion approved with corrections.</p>
BUSC 101C	<p>BUSC 101C (<i>Word Processing: Advanced Microsoft Word for Windows III</i>) is being revised as part of Program Review. The <i>Course Advisory: Content Review Form</i> did not include “Basic MS Word skills.”</p> <p>Corrections noted: Course Data Sheet, Item #4, add checkmark to the AA/AS Degree “Elective” box; Item #6, delete comment box; and, Item #12, delete the comment box.</p>	<p>Motion to approve with corrections: Paola Seconded: Tom R.</p> <p>Motion approved with corrections.</p>

BUSC 101C (continued)	<p>Course Outline, Item #3, delete comment box; and, Item #14, delete comment box.</p> <p>Course Advisory: Content Review Form, Distance education Form, Lynn will add “Basic MS Word Skills” to the form.</p> <p>Basic Skill Advisories: Content Review Form, delete the leading statement and, Response #2, replace “Create” with “Read instructions to create”.</p>	
BUSC 104A	<p>BUSC 104A (<i>Word Processing: WordPerfect For Windows I</i>) is being revised as part of Program Review. The <i>Course Advisory: Content Review Form</i> did not include “keyboarding skills.”</p> <p>Corrections noted:</p> <p>Course Data Sheet, Item #4, add checkmark to the AA/AS Degree “G.E.” box and add checkmark to the “Area E” box; and, Item #11, revise response to read “currently offered.”</p> <p>Course Outline, Item #2, Line #2, delete “on an IBM compatible computer.”, Line #5, replace “OR” with “or”; and, delete the comment box; Item #3, Line #2, replace “OR” with “or”; Line #3, delete “on an IBM compatible computer.”, and delete the comment box; and, Item #14, delete comment box.</p> <p>Course Advisory: Content Review Form, Distance education Form, Lynn will add “Keyboarding Skills” to the form; Column #2, delete “Describe the fundamental operation of the IBM Personal Computer.”; and, delete the comment box.</p>	<p>Motion to approve with corrections: Tom L.</p> <p>Seconded: Tom R.</p> <p>Motion approved with corrections.</p>
BUSC 104B	<p>BUSC 104B (<i>Word Processing: WordPerfect For Windows II</i>) is being updated as part of Program Review.</p> <p>Corrections noted:</p> <p>Courses -- Signature Page, Title, Replace “Word Processing/Word Perfect For Windows” with “Word Processing: WordPerfect For Windows II”</p> <p>Course Data Sheet, Item #11, revise response to read “currently offered”.</p> <p>Course Prerequisite/Corequisite: Content Review Form, Distance education Form, Target Course, replace “Processing/WordPerfect” with “Processing: WordPerfect”; Course Advisory, replace “Processing/WordPerfect” with “Processing: WordPerfect”; and, Column #1, delete “Describe the fundamental operation of the IBM Personal Computer.”</p>	<p>Motion to approve with corrections: Tom R.</p> <p>Seconded: Paola</p> <p>Motion approved with corrections.</p>

BUSC 104C	<p>BUSC 104C (<i>Word Processing: WordPerfect For Windows III</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Courses -- Signature Page, Title, Replace “Word Processing: Word Perfect” with “Word Processing: WordPerfect” Course Data Sheet, Item #11, revise response to read “currently offered Course Outline, Item #1, replace “Processing/WordPerfect” with “Processing: WordPerfect”. Course Prerequisite/Corequisite: Content Review Form, Distance education Form, Target Course, replace “Processing/WordPerfect” with “Processing: WordPerfect”; Course Advisory, replace “Processing/WordPerfect” with “Processing: WordPerfect.”</p>	<p>Motion to approve with corrections: Tom R. Seconded: Paola</p> <p>Motion approved with corrections.</p>
BUSC 108C	Due to time constraints, BUSC 108C (Computer Skills/Typing Skills: Part 1) 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 (Computer Skills/Typing Skills: Part 2) 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 (Computer Skills/Typing Skills: Part 3) 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 (Computer Skills/Typing Skills: Part 4) 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 (Computer Skills/Typing Skills: Part 5) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108H	Due to time constraints, Due to time constraints, BUSC 108H (Computer Skills/Typing Skills: Part 6) 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 (Computer Skills/Typing Skills: Part 7) 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 (Computer Skills/Typing Skills: Part 8) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 109	Due to time constraints, BUSC 109 (<i>Keyboarding for computers</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 110A	Due to time constraints, BUSC 110A (<i>Introductory Typing I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSC 110B	Due to time constraints, BUSC 110A (<i>Introductory Typing II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 110C	Due to time constraints, BUSC 110C (<i>Introductory Typing III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 117A	Due to time constraints, BUSC 117A (<i>Business Machine calculations I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 117B	Due to time constraints, BUSC 117B (<i>Business Machine calculations II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 118	Due to time constraints, BUSC 118 (<i>Records Management</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 119A	Due to time constraints, BUSC 119A (<i>Introduction to Spreadsheets: Microsoft Excel I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 120	Due to time constraints, BUSC 120 (<i>Presentation Management With Microsoft PowerPoint</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 121	Due to time constraints, BUSC 121 (<i>Accessing Business Information via the World Wide Web</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 122	Due to time constraints, BUSC 122 (<i>Microsoft Windows</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 123	Due to time constraints, BUSC 123 (<i>Business Desktop Publishing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 124	Due to time constraints, BUSC 124 (<i>Quicken</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 124	Due to time constraints, BUSC 124 (<i>Quickbooks</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 120	Due to time constraints, BUSC 120 (<i>Microsoft Outlook</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131A	Due to time constraints, BUSC 131A (<i>Image Processing for Business: Adobe Photoshop</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131B	Due to time constraints, BUSC 131B (<i>Image Processing for Business: Adobe Photoshop Elements</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSC 131C	Due to time constraints, BUSC 131C (<i>Image Processing for Business: Microsoft Digital Image Suite</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131D	Due to time constraints, BUSC 131D (<i>Image Processing for Business: Ulead PhotoImpact</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: May 26, 2010, LTC 232		