

Curriculum Advisory Committee Meeting Notes

DATE: October 28, 2009 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: Laura Mock

Agenda Item	Discussion / Comments	Action
Approval of Notes:	10/21/09 minutes approved.	Motion to approve: Tom R. Seconded: Elizabeth
For Discussion:	<p>CurricUNET How-to-Guides:</p> <ul style="list-style-type: none"> • New course and course revision how-to-guides were given to CAC members. • The guides will be put on the CurricUNET website, as well as the MPC website. • CAC discussed a list of reports to be generated by CurricUNET 	
	<p>Distance Education Manual from Accrediting Commission:</p> <ul style="list-style-type: none"> • Manuals were given to the CAC members to review. • The manual will be discussed in a few weeks focusing on: <ul style="list-style-type: none"> ◦ The minimum standards for distance education ◦ Substantive change policy • Living room series courses are to follow the same guidelines as distance education courses. 	

	<p>Living Room Series Courses:</p> <ul style="list-style-type: none"> • A list of living room series courses without distance education forms was presented. • The courses have never been approved for DE by CAC or there is nothing in the files about DE. • Courses cannot be taught without DE form. • The plan of action is to stop offering the courses as DE. • Without a DE form, the courses will be cancelled for DE in spring 2010 and taught in the traditional format. • The DE form can easily be completed on CurricUNET • Michael Gilmartin will contact the instructors about the courses. • REAL 51, REAL 53, REAL 54 will no longer be offered. • The entire REAL program is being reconfigured to be put online. 	
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Consent Agenda:

DNTL 114	Chairside Assisting III	<p>Motion to approve deletions: Paola Seconded: Richard</p>
GENT 99.6	Travel Study: Roman Antecedents	
GENT 99.9	Travel Study: Indonesia: Its Culture and its People	
GENT 99.50	Travel Study: Seven Theater Classics in Oregon	
GENT 99.51	Travel Study: London Theatre Tour	
GENT 99.52	Travel Study: The Best of Alpine Europe	
GENT 209	The Seventh Century (1600-1690)	

Action Agenda:

PARK	<p>PARK (Maintenance Certificate) is being revised for program change.</p> <p>Corrections Noted: Pages 4-5, courses being deleted should be crossed out. Total certificate units needs to be added.</p>	<p>Motion to approve course deletions: Paola Seconded: Richard</p>
PERS 71	<p>PERS 71 (<i>Foundations of Career Choice</i>) is being revised for program review.</p> <p>Corrections Noted:</p>	<p>Motion to approve as corrected: Paola Seconded: Elizabeth</p>

	<p>Course Data Sheet: Item #4, AA/AS Degree, remove the checkmark from elective.</p> <p>Distance Education Form: Item #2, insert a step 3 (Forums –Moodle discussion board) and a step 4 (Students complete reading and writing assignments by replying to the forums).</p>	
PFIT 51	<p>PFIT 51 (<i>Fitness and Wellness Strategies</i>) is being revised for curriculum revision.</p> <p>Corrections Noted:</p> <p>Course Data Sheet: Item #4, AA/AS Degree, add a checkmark to major and elective. Certificate, add a checkmark to required.</p> <p>Course Outline: Item #2, line 2, insert a comma between the words nutrition and the word and. Line 5, replace “must” with “student must also”.</p>	<p>Tabled because the DE form is missing.</p> <p>Lynn will contact Lyndon about the textbook edition and DE form.</p>
WOMN 11	<p>WOMN 11 (<i>Literature By Women and About Women</i>) is being revised for program review.</p> <p>Corrections Noted:</p> <p>Course Outline: Item #2, above Credit transferable, insert “Prerequisites: Eligibility for ENGL 1A. Item #16, above the textbook list, insert “Representative texts:”</p>	<p>Motion to approve as corrected: Richard</p> <p>Seconded: LaRon</p>
HUMA 30	<p>HUMA 30 (<i>Humanities in the Melting Pot</i>) is being updated for program review.</p> <p>Corrections Noted:</p> <p>Course Data Sheet: Item #16, checkmark Area 3B.</p> <p>Course Outline: Item #15, bullet 3, remove the phrase “(typewritten)”.</p> <p>Basic Skill Advisories: Content Review Form: Second column, third row, first sentence, remove the phrase “(typewritten)”.</p>	<p>Tabled</p> <p>Lynn will ask Diane about changing the title to “Multicultural America”. She will also ask Diane to ask the adjuncts about the textbooks and/or supplies for the course.</p> <p>Lynn will speak with Elaine Fitzpatrick about the use of “Native American”.</p>
Other Business		

Motion to modify the agenda to include ETNC 45 and LING 45 Richard Seconded: Tom R		
ETNC 45	It is ok to change the title to “Introduction to American Dialects”	Motion to approve as corrected: LaRon Seconded: Tom R.
LING 45	It is ok to change the title to “Introduction to American Dialects” Corrections noted: Course Revision Form: Change to: item #2 and #3, first sentence, replace “Chicano” with “Latino”.	
Next meeting: November 3, 2009, LTC 232		