

Curriculum Advisory Committee Meeting Notes

DATE: Oct. 1, 2008 LOCATION: LTC 232			
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library		Tom Rebold, Business and Technology
	Paola Gilbert, Humanities		Vacant, Creative Arts
✓	Michael Gilmartin, Administration		Vacant, Life Science
✓	Elizabeth Harrington, Articulation Officer		Vacant, Nursing
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Physical Education
✓	LaRon Johnson, Counseling		Vacant, Student Representative
	Tom Logan, Social Science		Vacant, Supportive Services
✓	Jonathan Osburg, Academic Senate		

Meeting Chaired by: Lynn Iwamoto
 Notes Submitted by: Elizabeth Harrington
 Guest: Laura Franklin

Agenda Item	Discussion / Comments	Action
Approval of Notes: 9/24/08	No corrections noted:	Motion to approve: Richard Seconded: Bill Motion approved.
Discussion Distance Learning Form	Laura Franklin attended the committee meeting to discuss the Distance Education Form. All online, hybrid, and Living Room courses must use the Distance Education Form. Among the most important elements which need to be documented on this form are on-campus meetings, the text, and instructional methodology. It is also very important to document student-to-student and student-to-instructor interactions. Living Room courses must all have, as a minimum, an online discussion component. Michael Gilmartin explained that the form, as written, contains historical elements which are not necessarily current requirements. He also informed the committee that John Gonzales would like Living Room courses to be treated the same as hybrid courses. The question regarding how to determine the appropriate teaching modality was raised. The committee was informed that by 2010 the campus will need to authenticate students enrolled in distance education courses.	Discussion will continue.

<p>Consent Agenda LNSK 92 LNSK 301 LNSK 308 LNSK 309 LNSK 338 LNSK 350 LNSK 351 LNSK 370</p>	<p>The Learning Skills courses listed in today’s Consent Agenda are being deleted from the course inventory.</p>	<p>Motion to accept deletion of courses presented from the course inventory: Richard Seconded: Bill</p> <p>Motion to accept deletion of courses presented from the course inventory approved.</p>
<p>ENSL 444</p>	<p>The latest course documents for ENSL 444 (<i>High Intermediate Grammar</i>) were not included in the committee packets for review.</p> <p>Corrections noted: Course Data Sheet, Item #1, replace title with “High-Intermediate Grammar”; and, Item #3, replace “342” with “344.” Course Outline, Item #1, replace title with “High-Intermediate Grammar.”</p>	<p>Discussion of this course is tabled pending receipt of updated course documents for committee review.</p>
<p>ENSL 445</p>	<p>ENSL 445 (<i>High Intermediate Speaking and Listening</i>) is a stand-alone course which is being added to the ENSL curriculum to provide a non-credit option for students who need to continue to develop their speaking and listening skills at the high intermediate level but who cannot afford to take the existing credit course. There is a high demand for this course. As a non-credit course there are no regulations limiting the repetition of this course.</p> <p>Corrections noted: Course Data Sheet, Item #23, add checkmark to the third box.</p>	<p>Motion to approve with correction: LaRon Seconded: Jon</p> <p>Motion approved with correction.</p>
<p>GENT 99.76</p>	<p>GENT 99.76 (<i>Travel Study: Architectural Treasures of Greater Los Angeles</i>) is a stand-alone course designed to allow students to explore in greater depth a topic surveyed in the regular Gentrain course.</p> <p>Corrections noted: Signature Page, Dept., replace “Gent” with “GENT.” Course Data Sheet, Item #23, add a checkmark to the third box.</p>	<p>Motion to approve with corrections: Jon Seconded: Richard</p> <p>Motion approved with corrections.</p>

<p>GENT 99.77</p>	<p>GENT 99.77 (<i>Travel Study: Historic Charleston and Savannah</i>) is a stand-alone course designed to allow students to explore in greater depth a topic surveyed in the regular Gentrain course.</p> <p>Corrections noted: Course Data Sheet, Item #23, delete the checkmark from the first box; and, add a checkmark to the third box.</p>	<p>Motion to approve with corrections: Beth Seconded: Jon</p> <p>Motion approved with corrections.</p>
<p>LETP 145A</p>	<p>LETP 145A (<i>POST Basic Academy III</i>) is being revised in order to conform to revised POST hour requirements for this course.</p> <p>Corrections noted: Course Outlines, Item #13a, Content Item XVII (m.)(a.) replace “a.” with “1.”; and, Content Item XVII (m)(b.) replace “b.” with “2.”</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>LETP 233.7</p>	<p>LETP 233.7 (<i>POST Basic Academy I</i>) is being revised to conform to revised POST requirements for this course.</p> <p>Corrections noted: Course Data Sheet, Item C, line #2, delete the parenthetical comment. Course Data Sheet, Item #13, add a checkmark to the third box. Course Outline, Item #3, delete lines #6 and 7; Item #3, delete line #1; Item #15, replace parenthetical comment with “Read instructor provided handouts.” Learning Outcomes Attachment, Intended Outcomes #1, delete the parenthetical comment.</p>	<p>Motion to approve with corrections: Beth Seconded: Jon</p> <p>Motion approved with corrections.</p>
<p>LNSK 331E</p>	<p>LNSK 331E (<i>Thinking and Reasoning Strategies Lab</i>) is being revised to reflect the course as it is currently being taught. The course document packet was incomplete; therefore, the committee was unable to consider the revision to the course.</p>	<p>Tabled pending receipt of complete course document packet.</p>
<p>LNSK 331G</p>	<p>LNSK 331G (<i>Auditory Processing Strategies Lab</i>) is being revised to reflect the course as it is currently being taught. The course document packet was incomplete; therefore, the committee was unable to consider the revision to the course.</p>	<p>Tabled pending receipt of complete course document packet.</p>

<p>PSYC 25</p>	<p>PSYC 25 (<i>Child and Adult Development</i>) is being updated as a part of the Program Review process.</p> <p>Corrections noted: Distance Education form, Item #11, Paragraph #2, Line #2, replace “will meet” with “meets”; and, Item #13, add originator’s website address.</p>	<p>Motion to approve with corrections: Beth Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>THEA 5</p>	<p>THEA 5 (<i>Film Appreciation</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, and to comply with Title 5 regulations. Item #13a of the Course Outline contained assignment information rather than content items. The course is table pending clarification of content.</p> <p>Corrections noted: Course Revision Sheet, Item A, replace “Fall 2007” with “Fall 2009”; Item B(5), delete “?”; Item C, Change from, add “(2) DRAM”; and, replace “ENSI” with “ENSL”; Item C, Change to, add “(2) THEA”; and, Item D, add “(2) THEA for Theater Arts is a more accurate name, which is used in most colleges and universities.” Course Data Sheet, Item #3, replace “Title V” with “Title 5”; Item #5, delete the response. Course Outline, Item #3, Line #5, replace “and 112” with “and 112”; Item #11a, replace “OR” with “or”; Item #13a, delete comment block in the right hand margin. (Note: Item #13a requires clarification of course content.)</p>	<p>Tabled pending clarification of course content.</p>
<p>THEA 11</p>	<p>THEA 11 (<i>Voice and Oral Interpretation</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, and to comply with Title 5 regulations. The committee was concerned that the required text has a publication date of 1976.</p> <p>Corrections noted: Course Revision Sheet, Item A, replace “Fall 2008” with “Fall 2009”; Item C, Change from, add “(2) DRAM”; Item C, Change to, add “(2) THEA”; and, Item D, add “(2) THEA for Theater Arts is a more accurate name, which is used in most colleges and universities.”</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Richard</p> <p>Motion approved with corrections.</p> <p>Elizabeth will research the text to see if there is a more current edition.</p>

<p>THEA 11 (continued)</p>	<p>Course Outline, Item #3, replace “V” with “5”; Item #5, replace “N/A” with “No”; Item #11, delete “each Fall” and delete the comment box in the right hand margin. Course Data Sheet, Item #3, replace “Title V” with “Title 5.” Course Outline, Item #3, add “(CAN DRAM 6)” to the end of the schedule description</p>	
<p>THEA 23</p>	<p>THEA 23 (<i>Stage Lighting</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, and to comply with Title 5 regulations. It is unclear what the required level of Math was necessary for this class.</p> <p>Corrections noted: Course Revision Sheet, Item A, replace “Fall 2008” with “Fall 2009.” Course Data Sheet, Item #3, replace “Title V” with “Title 5”; Item #4 delete comment box in the right hand margin; and, Item #11, delete “.” Course Outline, Item #2, Line #5, replace “and112” with “and 112”; Item #3, delete correction box in the right hand margin; Item #16, move the textbook reference above the “Supplemental Texts/Materials” heading and delete the comment box in the right hand margin.</p>	<p>Tabled pending clarification of the required level of Math skills.</p> <p>Lynn will contact Dan Beck regarding the Math requirement.</p>
<p>THEA 24</p>	<p>THEA 24 (<i>Beginning Costuming</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisor, and to comply with Title 5 regulations.</p> <p>Corrections noted: Course Revision Sheet, Item A, replace “Fall 2008” with “Fall 2009”; Item B(4.), add checkmark to the box; Item C, Change from, add “(4) None”; Item C, Change to, add “(4) Eligibility for ENGL 111 and 112 or ENSL 110 or 155”; Item D, delete “.”; add, “(4) This is a transfer level course which should have a basic skills advisory.” Course Data Sheet, Item #3, replace “V” with “5”; Item #4 delete comment box in the right hand margin; and, Item #12, delete the comment box in the right hand margin; Item #17, replace “UIC” with “UC.”</p>	<p>Motion to approve with corrections: Richard Seconded: LaRon</p> <p>Motion approved with corrections.</p>

<p>THEA 24 (continued)</p>	<p>Course Outline, Item #2, Line #4, add “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item #3 Line #3, add “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item #11a, add “Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item #14, delete comment boxes in the right hand margin.</p>	
<p>THEA 25</p>	<p>THEA 25 (<i>Make-up</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisor, and to comply with Title 5 regulations.</p> <p>Corrections noted: Course Revision Sheet, Item A, replace “Fall 2008” with “Fall 2009”; Item B(4.), add checkmark to the box; Item C, Change from, add “(4) None”; Item C, Change to, add “(4) Eligibility for ENGL 111 and 112 or ENSL 110 or 155”; Item D, add, “(4) This is a transfer level course which should have a basic skills advisory.” Course Data Sheet, Item #3, replace “V” with “5”; Item #4 delete comment box in the right hand margin; and, Item #12, delete the comment box in the right hand margin; add checkmarks to the AA/AS Degree and the Elective boxes; and, delete the comment box in the right hand margin; Item #7, delete the comment box from the right hand margin. Course Outline, Item #2, Line #2, delete the word “laboratory” and delete the comment box in the right hand margin; Item #2, Line #3, add “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item #3, Line #1, delete the word “laboratory”; Item #3, Line #2, add “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item #11a, add “Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item #13a, Content Item K, replace “Asian eyes” with “Eyes”; Item #17, Line #2, delete “Attendance is imperative.”; and, delete the comment box from the right hand margin.</p>	<p>Motion to approve with corrections: LaRon Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>THEA 31</p>	<p>Due to time constraints, discussion of THEA 31 (<i>Acting Improvisation</i>) is continued to next week.</p>	<p>Discussion of this course is postponed until next week’s meeting.</p>

THEA 35	Due to time constraints, discussion of THEA 35 (<i>Musical Comedy Workshop</i>) is continued to next week.	Discussion of this course is postponed until next week's meeting.
THEA 42	Due to time constraints, discussion of THEA 42 (<i>Play Production -- Musical</i>) is continued to next week.	Discussion of this course is postponed until next week's meeting.
Next meeting: 3 p.m., Oct. 8, 2008, LTC 232		