

Curriculum Advisory Committee Meeting Notes

DATE: Sept. 3, 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

Agenda Item	Discussion / Comments	Action
Approval of Notes: 5/28/08	Corrections noted: Agenda Item ENGR 52, Action line #1, Replace “table” with “tabled.” Agenda Item ENGR 32, Action line #1, Replace “table” with “tabled.”	Motion to approve with corrections: Tom L. Seconded: Beth Motion approved with corrections.
Discussion Age Prerequisite Michael Gilmartin	Several years ago the MPC Board approved a policy allowing a minimum age to be a prerequisite for enrollment in a course. This policy conforms to California State code. John Gonzalez is concerned that this policy violates federal law and recommends that this policy be reconsidered. In order to revise this policy, CAC would have to review the board policy and make a recommendation to the board regarding any proposed change. If the board decides to revise this policy, any course which contains an age based prerequisite would have to be revised and brought through the CAC process to have the revision formally approved.	Michael Gilmartin will bring board policy for discussion of this issue at a future meeting.

<p>Approval Process</p> <p>Michael Gilmartin</p>	<p>Michael distributed a list of 996 courses which need to be updated. Additionally, several hundred courses outside of the divisions will need to be updated. It is imperative to get these courses updated as soon as possible. Because of the large number of courses which need to be updated and approved by CAC Michael suggests that the committee adopt a Consent Agenda. The Consent Agenda would contain courses which have been through the Technical Review process and would contain only minor changes. Consent Agenda courses would be addressed and approved as a block. Courses requiring individual review and discussion by the committee would be addressed individually as part of an Action Agenda. Additionally, Michael asked committee members to inform their divisions to anticipate the approval process for a new course to take a year.</p>	<p>Effective immediately, the committee will adopt a Consent Agenda and an Action Agenda to expedite the reviewing and approval of courses.</p>
<p>Stand Alone Course training</p> <p>Lynn Iwamoto</p>	<p>By the end of September the chair of each community college's curriculum committee is required by the Chancellor's Office to hold Stand Alone Course approval training. Lynn would like to hold this training on either Wednesday, Sept. 10th or 17th. The committee agreed that Sept. 17th would be the better date.</p>	<p>On Sept. 17th Lynn will hold Stand Alone Course training in lieu of the regular CAC meeting for new committee members and deans.</p>
<p>Variable Unit Courses</p> <p>Michael Gilmartin</p>	<p>Michael informed the committee that there is a need to develop guidelines for variable unit, repeatable courses. This has become an issue since the college became a member of the South Bay Consortium. The Consortium wants MPC to align exactly to their practices; however, they calculated hours and units differently than does MPC. Michael would like a volunteer to work with him in establishing guidelines which would be used in working with the South Bay Consortium.</p>	<p>Any committee member interested in working with Michael Gilmartin to establish guidelines for variable unit, repeatable courses is asked to contact Michael.</p>
<p>General Studies program</p> <p>Michael Gilmartin</p>	<p>Michael informed the committee that the Chancellor's Office has rejected the revised General Studies (with emphasis) program. This revision was forwarded to the Chancellor's Office in order to align with Title 5 regulations. The rejection was based on the inclusion of the words "University Studies" within the program. That language has been removed from the program as a technical change and it will be resubmitted to the Chancellor's Office.</p>	<p>The General Studies program has been revised in accordance with the Chancellor's Office requirements.</p>

<p>Consent Agenda COOP 91.2 COOP 91.21 COOP 91.22 COOP 91.23 COOP 91.24 COOP 91.25 COOP 91.26 COOP 91.27 COOP 91.28 COOP 91.29 COOP 91.30 COOP 91.31 COOP 91.32 COOP 91.33 COOP 91.34 COOP 91.35 COOP 91.37 COOP 91.38 COOP 91.39</p>	<p>The courses listed in today’s Consent Agenda are all Cooperative Work Experience courses. These are new courses which were previous offered as COOP 91 (<i>Cooperative Work Experience</i>).</p>	<p>Motion to accept courses as presented: Richard Seconded: Beth Motion approved.</p>
<p>Action Agenda Program Deletions</p>	<p>The <i>University Studies – Emphasis in Wildlife</i> program and the <i>University Studies – Emphasis in Forestry</i> program are both being deleted. These programs directed students to contact an MPC counselor rather than listing a specific program of study.</p>	<p>Motion to accept programs deletions: Tom L. Seconded: Tom R. Motion approved.</p>
<p>EMMS 170</p>	<p>EMMS 170 (<i>Emergency Medical Technician 1: Basic Training</i>) is designed to meet California state requirements for certification of EMT 1 (ambulance) personnel. It is being updated as part of Program Review. The content has been updated to reflect current requirements and practices.</p> <p>Corrections noted: Course Revision Form, Item A, replace “06.27/08” with “06/27/08.” Course Data Sheet, Item #3, replace reason with “Updating for program review” ; Item #7, add a checkmark to the “Yes” box and</p>	<p>Motion to approve with corrections: LaRon Seconded: Elizabeth Motion approved with corrections.</p>

EMMS 170 (continued)	delete the checkmark from the “No” box. Course Outline, Item #3, line #2, replace “Ambulance” with “ambulance”; Item #8, replace “4” with “3”	
GENT 99.74	<p>GENT 99.74 (<i>Travel Study: Live Drama in Oregon</i>) was approved during the Spring 2008 semester as GENT 99.64. The course is not repeatable and the course number has been used previously. To correct this error, and allow students to take the class during the current semester, the course has been renumbered as GENT 99.74.</p> <p>Corrections noted: Course Data Sheet, Item #1, replace “GENT 99.64” with “GENT 99.74”; Item #23, place a checkmark in the “Stand Alone” box. Course Outline, Item #1, replace “GENT 99.64” with “GENT 99.74.”</p>	<p>Motion to approve with corrections: Tom L.</p> <p>Seconded: Beth</p> <p>Motion approved with corrections.</p>
MATH 32	<p>MATH 32 (<i>Differential Equations</i>) is being updated as part of Program Review. An existing advisory is being removed.</p> <p>Corrections noted: Course Revision Form, Item C, Change from Box, replace statement with “Advisory: Eligibility for ENGL 111 and 112 or ENSL 110 and 155; MATH 20C completed within the last two years”; Item C, Change to Box, add “Advisory: Eligibility for ENGL 111 and 112 or ENSL 110 and 155.”; Item D, add “This course is being updated as part of Program Review.” Course Data Sheet, Item #15, delete “(Articulation has been done as per articulation officer.)?”; Item #17, delete “(Articulation has been done as per articulation officer.)?”. Course Outline, Item #2, line #5, delete “Completion of MATH 20C within the last two years.”; Item #3, line #2, delete “MATH 20C completed within the last two years” ; Item #11b replace “Completion of MATH 20C within the last two years” with “None.” Course Prerequisite/Corequisite: Content Review Form, Item #4 delete line #3 (MATH 340 at CSUMB is an upper division course).</p>	<p>Motion to approve with corrections: Tom R.</p> <p>Seconded: Jon</p> <p>Motion approved with corrections.</p>
Next meeting: Sept. 10, 2008, LTC 232		