

Curriculum Advisory Committee Meeting Notes

DATE: October 31, 2007 LOCATION: LTC 232			
	Bernadine Abbott, Library	✓	Susan Walter, Chairperson
✓	Richard Abend, ESL		Jason Walters, Student
✓	Michael Gilmartin, Administration		Vacant, Business and Technology
✓	Elizabeth Harrington, Articulation		Vacant, Life Science
	Lynn Iwamoto, Physical Science		Vacant, Creative Arts
✓	LaRon Johnson, Academic Senate		Vacant, Physical Education
	Tom Logan, Social Science		Vacant, Supportive Services
✓	Jonathan Osburg, Humanities		Vacant, Nursing
✓	Beth Penney, Basic Skills		

Meeting Chaired by: Susan Walter

Notes Submitted by: Elizabeth Harrington

Guests: Fred Hochstaedter; Sue Skipper

Agenda Item	Discussion / Comments	Action
Approval of Notes: 10/24/07	Corrections Noted: Discussion Item ENSL Update, line #5 change “112” to “155”; Other Business Item Student Learning Outcomes, line #6 replace “regard to whom” with “regard to to whom.”	Motion to approve with corrections: Beth Seconded: LaRon Motion approved with corrections
Presentation: BUSI 24	BUSI 24, <i>Business Issues and Ethics</i> , is being revised to allow for online or hybrid methods of delivery in addition to the traditional format. The Distance Education Form indicated that this course will be offered either online or as a hybrid course but the form appeared to address only the online option. It was unclear what the appropriate Basic Skills Advisory should be for the course. The form indicated eligibility for ENGL 111/112 or ENSL 110/155; however, eligibility for ENGL 1A seems more appropriate to the activities specified for the course. The committee also discussed the need for a Distance Education Policy regarding instructor training and the development of a process for determining “proficiency” for faculty developing online or hybrid courses.	Susan will contact Judee Timm to clarify the appropriate Basic Skills Advisory for the course and to discuss the differences between the hybrid and the complete online delivery methods. Consideration of this course is tabled pending the outcome of Susan’s conversation with Judee. Jonathan will take the committee’s concern to the Distance Education Committee for discussion.

<p>BUSI 24 (continued)</p>	<p>Corrections noted: Course Revision Form: Add Judee Timm’s first name to “Instructor proposing revision;” Course Data Sheet Item #2 add Judee Timm’s first name; Item #3 add “addition of a distance education option”; #8 delete checkmark from Video method, #11 replace statement with “currently offered.” Course Outline, Item # 11a delete semicolon at the end of the line.</p>	
<p>ENSL 443</p>	<p>ENSL 443, <i>Intensive High-Intermediate Reading and Writing</i>, is a non-credit course paired with ENGL 343. This pairing is in keeping with the ENSL department’s policy of having a credit and a non-credit alternative for basic skills courses. As a non-credit course this course will need to be submitted to the Chancellor’s Office.</p> <p>Corrections noted: Course Signature Page: Delete “Intensive” from course title. Course Outline, Item #2 delete the last sentence of the catalog description; Item #3 delete the last sentence of the schedule description; Item #13 change “tolerance for” to “acceptance of;” #14 delete period from the end of objectives # 1 and #3.</p>	<p>Motion to approve with corrections: Richard Seconded: Beth</p> <p>Motion approved with corrections.</p>
<p>FASH 197.1</p>	<p>FASH 197.1, <i>Quilting Trends and Techniques</i>, is an experimental course which covers quilting techniques. It will expand sewing techniques taught by the FASH department. This course has a degree applicable course number and needs a Basic Skills Advisory Form. The Course Outline form indicates that this course is repeatable but experimental courses are not repeatable.</p> <p>Corrections noted: Course Outline, Item # 2 replace the description with the generic description for an experimental course; Item #3 replace the last sentence of the schedule description with “appropriate for all skill levels;”; Item #5 add a checkmark to the “No” box and delete the checkmark from the “Yes” box, and delete the “1”; Item #14 delete “Demonstrate the ability to.”</p>	<p>Susan will contact Mary for a BSA form.</p> <p>Motion to approve with corrections: Jon Seconded: Elizabeth</p> <p>Motion approved with corrections.</p>

<p>PARK 269</p>	<p>PARK 269, <i>Equal Employment Opportunity Investigator</i>, is a new course which has been developed at the request of the California Department of Parks and Recreation. This course will meet the major requirements for the Parks and Recreation Certificate of Achievement and Associate in Science degree. As such, the course must be listed in the selective electives of the program; however, no program change form was submitted at this time.</p> <p>No corrections noted.</p>	<p>Motion to approve with the stipulation that the program be revised to include PARK 269 as a selective elective: Jon Seconded: Elizabeth</p> <p>Motion approved as stipulated.</p>
<p>SSKD 300</p>	<p>SSKD 300, <i>Orientation To College and Career Planning</i>, is a currently existing course which is being revised to update and clarify the course content and requirements. Michael Gilmartin informed the committee that the top code for this course (4930.10) is not appropriate for basic skills and that this course can no longer be classified as a basic skills course. This indicates that the course should be offered as the 200 level. Additional questions exist regarding whether this course should be open to all students and about inclusion of language in the course descriptions indicating that it is designed for TRIO and EOPS students.</p> <p>Correction noted: Course Signature Page, Replace “&” with “and” in course title. Course Revision Form, Item A replace “&” with “and” in course title, and add Laurie Buchholz’s first name. Course Data Sheet, Item #1 replace “&” with “and” in course title; Item#2 add Laurie Buchholz’s first name; Item #4 add checkmark to the “AA/AS Degree” box and add checkmark to “Elective” box. Course Outline, Item #1 replace “&” with “and” in course title</p>	<p>Course is tabled pending clarification from the department.</p> <p>Susan will ask Larry Walker:</p> <ul style="list-style-type: none"> • if this course can be open to all students • if this course is degree applicable • if this course should at the 200 level • about the course description language regarding EOPS and TRIO students

<p>SSKD 305</p>	<p>SSKD 305, <i>Applied English Study Skills</i>, is a currently existing course which is being revised to update course documents to reflect current practice. This course was previously called <i>Applied Study Skills</i>. This is a stand alone course.</p> <p>Correction noted: Signature Page: Add Laurie’s first name Course Outline Item #2 Delete “May be taken two times for credit.” Add “May be repeated for a total of three units. Item # 3, line #2 delete second period. Item #5 “Repeatable for a total of 3 units”</p>	<p>Course is tabled pending clarification from the department.</p> <p>Susan will ask Larry Walker:</p> <ul style="list-style-type: none"> • if the English Department has been included in the development of this course • how units are awarded • about the course description language regarding EOPS and TRIO students
<p>SSKD 320</p>	<p>SSKD 320, <i>Applied Math Study Skills</i>, is a currently existing course which is being revised to update course documents to reflect current practice and variable units. The course outline was not available to the committee for review.</p> <p>No correction noted on documentation provided to committee members.</p>	<p>Course is tabled pending clarification from the department.</p> <p>Susan will ask Larry Walker:</p> <ul style="list-style-type: none"> • if the Math Department has been included in the development of this course • how units are awarded • about the course description language regarding EOPS and TRIO students
<p>Discussion Transferability Susan Walter</p>	<p>Susan asked committee members to review “Considerations Involved in Determining What Constitutes a Baccalaureate Level Course” (page VII-35, <i>Curriculum Basics Handbook</i>) for discussion at a later date.</p>	<p>Discussion will continue.</p>
<p>Discussion</p>	<p>Susan brought to the committee’s attention the fact that MPC is out of compliance with Title 5 in issuing Associate degrees based on the IGETC or CSU GE patterns without an area of emphasis. The Chancellor’s Office has notified community colleges that it has developed a form to expedite the correction of non-compliant degrees. This form will discontinue July 1, 2008, and these degrees may no longer be awarded.</p>	<p>Discussion will continue.</p>
<p>Next meeting: Nov. 14, 2007, 3:00 p.m., LI 232</p>		