

Curriculum Advisory Committee Meeting Notes

DATE: July 31, 2014 LOCATION: BMC-206			
	Richard Abend, Linguistics	✓	Tom Rebold, Business and Technology
	Bill Easton, Library	✓	Beth Penney, Humanities
✓	Sunshine Giesler, Chairperson/ Life Science		Vacant, Academic Senate
	Michael Gilmartin, Administration		Vacant, Creative Arts
✓	He Seon Ihn, Curriculum/Catalog Technician		Vacant, Physical Education
✓	Lynn Iwamoto, Physical Science		Vacant, Social Science
✓	LaRon Johnson, Student Services		Vacant, Student Representative
✓	Laura Loop, Nursing		

Meeting Chaired by: Sunshine Giesler

Notes Submitted by: Yen Le

Agenda Item	Discussion / Comments	Action
Announcements	No announcements.	No announcements.
Comments from Visitors	No visitors' comments.	No visitors' comments.
Approval of Minutes: 5/28/14	No correction noted.	Motion to approve: Beth Seconded: Lynn Aye: Beth Laura Sunshine LaRon Lynn Tom Nay: Abstain: Motion approved.
Approval of Minutes: 7/10/14	<u>Corrections noted:</u> <ul style="list-style-type: none"> • ENGL 301, 302, 320, 321, 322, 325, 326, 330, 335, 351 & 352: delete "Cover page: under check all that apply: place a checkmark in "This is a stand-alone course" box." • ENGL 401, 402, 421 & 422: delete "Open Entry/Exit: replace "No" with "Yes".". In SIS, these courses have optional Open Entry/Exit. 	

Discussion Agenda	No discussion.	No discussion agenda items.
Consent Agenda	<p>Deletions:</p> <p>Effective Spring 2015--BUSI 100; ARTH 9; Office Technology-Fast Track: Office Worker Level 2 Certificate of Training; Secretarial Associate in Science (CTE); Secretarial Certificate of Achievement (CTE); Secretarial-Fast Track: Entry-Level Office Worker (Credit Only); Secretarial-Fast Track: Office Worker Level 2 (Credit Only)</p> <p>Technician Corrections:</p> <p>EMMS 400 Emergency Medical Training--change total lec/lab TBA hours from 3.4-255 to 8-255 FPTC 412 Emergency Incident Management--change total lec TBA hours from 4-255 to 8-255</p> <p>Minor Corrections:</p> <p>WOMN 11 updated to match ENGL 11 which was approved on July 10, 2014</p>	<p>Motion to approve: Lynn Seconded: Laura</p> <p>Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
Business - Accounting Certificate of Achievement (Career Technical)	<p>Business - Accounting Certificate of Achievement (Career Technical) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <ul style="list-style-type: none"> • Modify first course block: “Complete the Business Fast Track Accounting/Bookkeeping Certificate of Training”. • Corrected units for course blocks. • Add “Complete the Business Accounting Certificate of Achievement” to second course block. • Remove “work with counselor” from description. 	<p>Motion to approve with corrections: Beth Seconded: Tom</p> <p>Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>

<p>Business - Accounting Associate in Science (Career Technical)</p>	<p>Business - Accounting Associate in Science (Career Technical) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <p>Revise first course block title “Complete the Business Fast Track Accounting/Bookkeeping Certificate of Training.”.</p>	<p>Motion to approve with corrections: Lynn Seconded: Beth</p> <p>Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>Business – Fast Track: Business Administration Certificate of Training (Credit only)</p>	<p>Business – Fast Track: Business Administration Certificate of Training (Credit only) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <ul style="list-style-type: none"> • Correct minor spelling/formatting in description. • Remove “or’s” from course blocks. 	<p>Motion to approve with corrections: LaRon Seconded: Beth</p> <p>Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>Business Administration Associate in Science (Career Technical)</p>	<p>Business Administration Associate in Science (Career Technical) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <ul style="list-style-type: none"> • Modify first course block “Complete the Business Fast Track Accounting/Bookkeeping Certificate of Training”. • Introduce concentrations before last course block “all concentration and core requirements must be completed”, “Select one of the following elective courses in addition to the chosen concentration.”. 	<p>Motion to approve with corrections: LaRon Seconded: Tom</p> <p>Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>

<p>Business Administration Certificate of Achievement (Career Technical)</p>	<p>Business Administration Certificate of Achievement (Career Technical) is being revised as part of program review.</p> <p><u>Corrections noted:</u></p> <p>Modify first course block “Complete the Business Fast Track: Business Administration Certificate of Training”.</p>	<p>Motion to approve with corrections: LaRon Seconded: Tom Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>Business Fast Track – Accounting/Bookkeeping Certificate of Training (Credit only)</p>	<p>Business Fast Track – Accounting/Bookkeeping Certificate of Training (Credit only) is being revised as part of program review.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Beth Seconded: Laura Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>Business Office Technology Associate in Science (Career Technical)</p>	<p>Business Office Technology Associate in Science (Career Technical) is being revised as part of program update. Consideration of this program is tabled pending further revision of the course blocks.</p>	<p>Tabled.</p>
<p>Business Office Technology Certificate of Achievement (Career Technical)</p>	<p>Business Office Technology Certificate of Achievement (Career Technical) is being revised as part of program update. Consideration of this program is tabled pending further revision of the program content.</p>	<p>Tabled.</p>

<p>International Business Associate in Science (Career Technical)</p>	<p>International Business Associate in Science (Career Technical) is being revised as part of program review.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: LaRon Secoded: Tom Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>BUSI 44</p>	<p>BUSI 44 (<i>Introduction to Business Ownership/Management</i>) is being revised to add online method of delivery. This course was approved pending change to lecture content.</p>	<p>Motion to approve with corrections: Tom Secoded: Lynn Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p> <hr/> <p>Motion to approve as a Distance Education course: Lynn Secoded: Tom Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>CSIS 177A</p>	<p>CSIS 177A (<i>Routing Concepts</i>) is a new course which is being added to the curriculum as part of the certification change. Consideration of this course is tabled because it looks like a revision of CSIS 177.</p>	<p>Tabled.</p>

CSIS 76A	CSIS 76A (<i>Networking Fundamentals</i>) is being revised to update course content. Consideration of this course is tabled because it looks like a revision of CSIS 76.	Tabled.
CSIS 80	<p>CSIS 80 (<i>Introduction to Unix and Linux</i>) is being revised to add online method of delivery.</p> <p><u>Corrections noted:</u></p> <p>Clarify UC transferability.</p>	<p>Motion to approve with corrections: Tom Seconded: Beth Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p> <hr/> <p>Motion to approve as Distance Education course: Lynn Seconded: Laura Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
FPTC 104A	<p>FPTC 104A (<i>Fire Apparatus Driver/Operator IA: Emergency Vehicle Operations</i>) is being revised to create new department designation FPTC.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Beth Seconded: Lynn Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>

<p>FPTC 104B</p>	<p>FPTC 104B (<i>Fire Apparatus Driver/Operator 1B: Pump Operations</i>) is being revised to create new department designation FPTC.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Laura Seconded: Lynn Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>FPTC 24E</p>	<p>FPTC 24E (<i>Management 2E: Ethics and the Challenge of Leadership</i>) is being revised to create new department designation FPTC.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Lynn Seconded: LaRon Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>Firefighter 1 Certificate of Achievement (Career Technical)</p>	<p>Firefighter 1 Certificate of Achievement (Career Technical) is a new program which is being added to the curriculum to establish a certificate for those students who complete the fire academy.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: LaRon Seconded: Beth Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>

<p>Fire Management Certificate of Training (Credit only)</p>	<p>Fire Management Certificate of Training (Credit only) is a new program which is being added to the curriculum to establish a new certificate for fire service personnel aspiring to promote.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Lynn Seconded: Laura Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
<p>LETP 146</p>	<p>LETP 146 (<i>Basic Police Requalification Course</i>) is being revised as part of program update. Consideration of this course is tabled pending further revision of the course description and course units.</p>	<p>Tabled.</p>
<p>LETP 231.93</p>	<p>LETP 231.93 (<i>Radar Training</i>) is being revised as part of program update. Consideration of this course is tabled pending further revision of the course description and course units.</p>	<p>Tabled.</p>
<p>LETP 255</p>	<p>LETP 255 (<i>Public Safety Dispatch Update</i>) is being revised as part of program update. Consideration of this course is tabled pending further revision of the course description and course units.</p>	<p>Tabled.</p>
<p>LETP 280.1</p>	<p>LETP 280.1 (<i>Supervisor Course</i>) is being revised as part of program update. Consideration of this course is tabled pending further revision of the course description and course units.</p>	<p>Tabled.</p>
<p>PERS 54</p>	<p>PERS 54 (<i>Leadership Communication</i>) is being revised as part of program update.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Tom Seconded: Lynn Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>

PFIT 16C	<p>PFIT 16C (<i>Tai Chi III</i>) is being revised. The reason for proposing needs to be clarified and clarify Carnegie hours with Michael.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Tom Seconded: Beth Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
PFIT 16D	<p>PFIT 16D (<i>Tai Chi IV</i>) is being revised. The reason for proposing needs to be clarified.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Beth Seconded: LaRon Aye: Beth Laura Sunshine LaRon Lynn Tom</p> <p>Nay: Abstain:</p> <p>Motion approved.</p>
PHED 20.9	<p>PHED 20.9 (<i>Skill Development for Track and Field</i>) is being revised as part of program update. Consideration of this course is tabled pending further revision of the course hours and units.</p>	<p>Tabled.</p>
Other Agenda Items	<p>PHED 22C PHED 22D</p>	<p>Discussion of these Agenda Items is postponed until a later committee meeting.</p>
<p>Next meeting: Time and date: TBA, BMC-206</p>		