

Curriculum Advisory Committee Minutes

DATE: November 18, 2015 LOCATION: BMC 207			
X	Richard Abend, Linguistics	X	Laura Loop, Nursing
X	Bill Easton, Library	X	Gamble Madsen, Creative Arts
X	Adrian Ellaga, Student Representative	X	Laura Patterson, CurricUNET Specialist
	Laura Franklin, Administration	X	Beth Penney, Humanities
X	Sunshine Giesler, Chairperson/Life Science	X	Tom Rebold, Business and Technology
	Michael Gilmartin, Administration	X	Rachael Whitworth, Social Science
	He Seon Ihn, Articulation Officer		Vacant, Physical Education
X	LaRon Johnson, Student Services		Vacant, Physical Sciences
X	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Academic Senate
	Jon Knolle, Administration		

Meeting Chaired by: Sunshine Giesler

Notes Submitted by: Laura Patterson

Agenda Item	Discussion / Comments	Action
Announcements		
Visitors	James Lawrence – AUTO; Leandro Castillo – BUSC; Robynn Smith – ARTS; Jon Mikkelsen – BUSI; Mary Johnson	
Approval of Minutes for November 04 , 2015	Corrections noted: no changes	Motion to approve: Beth Seconded: Laura L. CAC Committee: Aye
Discussion Agenda		
Consent Agenda	<p>Technician Corrections:</p> <ul style="list-style-type: none"> • FPTC 108 – Weekly lecture hours changed from .47 to .50 (this now adds up to .50 Carnegie units) • FPTC 140 – Weekly lecture hours changed from 1.40 to 1.50 (this now adds up to 1.50 Carnegie units) • FPTC 141 – Weekly lecture hours changed from .95 to 1.00 (this now adds up to 1.00 Carnegie units) 	Motion to approve: Richard Seconded: Gamble CAC Committee: Aye

	<ul style="list-style-type: none"> ARTP 56 & 57 units & hours were changed in order to meet the new Carnegie unit calculation: 17 hours lecture; 68 hours studio; 34 hours homework (for the lecture portion...hours x 2); 34 hours homework (for the studio portion... hours x 0.5) <p>Urgent: Changes to Linguistics AA Transfer Preparation degree</p>	
Approved:		
ARTD 40D	Jewelry and Metal Art IV is being revised to remove GEO, and update SLOs, objectives, and methods of evaluation.	Motion to approve: Beth Seconded: Gamble. CAC Committee: Aye
ARTD 41D	Small Metal Casting Jewelry IV is being revised to remove GEO, and update SLOs, objectives, and methods of evaluation.	
ARTD 42C	Jewelry: Metalsmithing III is being revised to remove GEO, and update SLOs, objectives, and methods of evaluation.	
ARTD 43C	Jewelry: Stone Setting III is being revised to remove GEO, and update SLOs, objectives, and methods of evaluation.	
ARTH 1	Art Appreciation is being revised to add a DE component and update the schedule description, objectives, textbooks, and methods of instruction.	Motion to approve: Bill Seconded: Tom CAC Committee: Aye Motion to approve DE: Bill Seconded: Richard CAC Committee: Aye
ARTS 40D	Painting IV is a new course that is being added to ensure alignment and compliance with SB 1440, C-ID and other CSU transfer curriculum requirements.	Motion to approve: Richard Seconded: Bill CAC Committee: Aye
ARTS 61D	Monotype IV is a new course that is being added to ensure alignment and compliance with SB 1440, C-ID and other CSU transfer curriculum requirements.	
BUSC 130	Microsoft Outlook is being revised to add to the Business Information Worker program created by the State.	Motion to approve: LaRon Seconded: Laura L. CAC Committee: Aye

AUTO 88	Automotive Service Management is a new course that is being added to allow students to move beyond the technical aspects of automobile repair into working with customers and running the repair operations effectively.	Motion to approve: Bill Seconded: Laura L. CAC Committee: Aye
BUSI 88	Automotive Service Management is a new course that is being added to allow students to move beyond the technical aspects of automobile repair into working with customers and running the repair operations effectively.	
Automotive Technology Associate in Science CTE is being revised to update curriculum to reflect current industry needs, and to add AUTO 88, AUTO 162, and remove AUTO 110 and AUTO 115.		
LNSK 320	Introductory Computer Skills Lab is being revised to update course repetition.	Motion to approve: Beth Seconded: Tom CAC Committee: Aye
LNSK 325	Assistive Technology Applications is being revised to update course repetition, methods of evaluation, and methods of instruction.	
LNSK 330	Learning Styles Exploration is being revised to update course title, catalog and schedule descriptions, units, hours, course repetition, SLOS, objectives, lecture content, methods of evaluation, and methods of instruction.	
LNSK 343A	Beginning Math Strategies Lab is being revised to update course number (previously 331D), course title, catalog and schedule descriptions, course repetition, SLOS, objectives, lab content, and methods of evaluation.	
LNSK 343B	Intermediate Math Strategies lab is a new course that is being added to provide support for students with disabilities who are taking college algebra.	
LNSK 347A	Beginning Assistive Technology Projects is being revised to update course number (previously 329), course title, catalog and schedule descriptions, units, hours, course repetition, SLOS, objectives, lab content, and methods of evaluation.	
LNSK 347B	Intermediate Assistive Technology Projects is a new course that is being added to meet the specific and individualized instructional	

	needs of students with disabilities enrolled in college courses.	
LNSK 410	Job Readiness I is being revised to update catalog and schedule descriptions, objectives, and methods of evaluation.	
MEDA 123	Medical Assisting Certification Review is a new DE course that is being added to help prepare students for a certification exam.	Motion to approve: Bill Seconded: Laura L. CAC Committee: Aye Motion to approve DE: Bill Seconded: Tom CAC Committee: Aye
Business - Fast Track: Sales & Marketing Certificate of Training CTE is a new program that is being added to offer students with core business skills and a primary career entry point for many industries.		Motion to approve: Laura L. Seconded: Gamble CAC Committee: Aye
Business - Office Administration Certificate of Achievement CTE is a new program that is being added to consolidate multiple similar program offerings into one nested program to simplify offerings.		
Business - Office Administration Associate in Science CTE is a new program that is being added to consolidate multiple similar program offerings into one nested program to simplify offerings.		
Fast Track - Business Information Worker Certificate of Training is being revised to change the program title and to reinstate BUSC130, MS Outlook in order to conform to the Sector Navigation Team model program.		Motion to approve: LaRon Seconded: Laura L. CAC Committee: Aye
Tabled:		
COOP 91.8	Early Childhood Education Work Experience is being revised to reduce units and hours in order to include unpaid work based experience.	Reason: A meeting between the Deans, Mary Johnson, and Kathleen Clark is needed before this course returns to CAC.
COOP 92	General Cooperative Work Experience is being revised to reduce units and hours in order to include unpaid work based experience.	Reason: Clarification is need on a few items.
HLTH 7	Women's Health Issues is being revised to update the catalog and schedule descriptions, SLOs, objectives, and lecture content.	Reason: The cross -listed GWOS 7 is not at the same level as HLTH 7 in the approval process.

HOSP 69	Hospitality Management is a new DE course that is being added to combine HOSP 63, HOSP 65, and HOSP 67.	Reason: Communication is needed with the instructor about the narrowing down of the descriptions and the objectives.
Next meeting: December 02, 2015 Location: BMC 207		