Curriculum Advisory Committee
Meeting minutes: MPC.EDU

DATE: November 2, 2016 LOCATION: BMC 206 @ 3:00-5:00pm		
	Attendees:		
✓	Richard Abend, Humanities	✓	Laura Loop, Nursing
	Adrian Ellaga, Student Representative	✓	Gamble Madsen, Chairperson/Creative Arts
✓	Laura Franklin, Dean of Instruction	✓	Jill Ostrie, CurricUNET Tech
	Michael Gilmartin, Dean of Instructional Planning		Laura Patterson, CurricUNET Specialist
✓	Fred Hochstaedter, Academic Senate	✓	Beth Penney, Basic Skills
	He Seon Ihn, Articulation Officer		Tom Rebold, Business and Technology
✓	Lynn Iwamoto, Physical Sciences	✓	Catherine Webb, Library
✓	LaRon Johnson, Student Services	✓	Rachel Whitworth, Social Sciences
	Kiran Kamath, Vice President of Academic Affairs		Vacant, ESL
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Life Science
	Jon Knolle, Dean of Instruction		Vacant, Physical Education
✓	Paul Long, Dean of Instruction		

Meeting Chaired by: Gamble Madsen
Notes Submitted by: Jill Ostrie/Gamble Madsen/Kim Kingswold

Agenda Item	Discussion / Comments	Action
Announcements	Public Comments (Agenda item III.) Read by Gamble Madsen Fred Hochstaedter mentioned that we should look at guidelines for deleting courses. Perhaps we will add this to next week's agenda? AG and CAC should collaborate on this. Laura Franklin introduced Paul Long to everyone. He is the interim Dean to replace Laura since she will be retiring.	Gamble will add item to next week's agenda.
Comments from Visitors		
Visitors Present	David Brown (FPTC), Molly Jansen (HOSP)	

Approval of November 2, 2016 Agenda	**Corrections noted:**	Motion to approve: Beth Penney Seconded: Lynn Iwamoto CAC Committee Voted: **Aye**
Approval of October 19, 2016 Minutes	**Corrections noted:** Lynn had a comment on FASH program, so Gamble clarified.	Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: **Aye** Laura Loop abstained since she didn't attend the last CAC meeting.
Consent Agenda	*Deletions: Effective <u>Fall 2016 (none)</u>* *Deletions: Effective <u>Fall 2017 (none)</u>* *Technician Corrections (none)* *Minor Corrections (none)* *Non-Substantial Changes (Effective for Spring 2017)* PSYC 40: Additional revision of SLO language (will be effective Spring 2017) *Urgent (none)*	Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: **Aye**

Discussion Agenda	Google Docs (curriculum revision and development; consultations with faculty on SLOs)
	We discussed using Google Docs as a way to handle SLOs. Molly Jansen and Fred Hochstaedter think Google Docs is easier to respond to comments and changes than CurricUNET. Gamble Madsen mentioned we will still need to record actions in CurricUNET. Perhaps we could use Google Docs in conjunction with CurricUNET… Beth Penney has not had a good experience with using Google Docs and doesn't think it would be good for Tech Reviews. Fred Hochstaedter mentioned only good for informal exchanges.
	Gamble mentioned that there are a lot of courses coming through for approval. We need to move through Tech Review and then to Michael Gilmartin and Kiran Kamath. It is overwhelming, but we need to make sure the Tech Review gets completed properly and then pass it on. Fred Hochstaedter thinks if we do related courses at the same time that might help move things through. We are currently trying to get new HOSP courses through together quickly.
	The Tech Review "Active" button should be working now.
	Michael Gilmartin will approve proposals in Kiran's absence.
	Michael Gilmartin and Kiran Kamath couldn't attend the CAC meeting so Gamble will meet with Michael to see how to get through proposals quickly.

| COMM 7 (DE Revision)

For **Fall 2017** | News Writing Workshop

Beth Penney discussed that adding the Journalism discipline will add to the number of instructors that can teach course. Will likely move to Journalism and add courses in the future.

Fred Hochstaedter asked if this course fits into the category of courses not going through full review. Gamble replied that even unsubstantial changes need to go through CurricUNET.

Kim Kingwold noticed that the hybrid form has not been filled out. Beth Penney mentioned that Diane Boyton created this course to work for the online newspaper, and it would require students to go online. Gamble will discuss with Diane about this issue. Kim mentioned other differences between the old course and new. The Methods of Evaluation are listed differently in the Objectives screen than they are in the attached Methods of Evaluation document. Who will determine which one is correct? Gamble mentioned this is why we need to review even unsubstantial changes.

Gamble added second discipline – Journalism.

Fred said that we should approve the intention, but still need completion of DE. If course should continue to be hybrid course as it was before, we need the Distance Ed form to reflect that. Who will take care of this?

There are no Pre/Coreqs listed – should be the same as old ones. Kim will check. Note: New course lists "Basic Skills Advisory" and Old course lists "Basic Skills Advisory Eligibility for ENGL 1A" twice. Kim made the BSA Eligibility for ENGL 1A the same as the previous version of COMM 7 (but only listed it once). | Motion to approve: Fred Hochstaedter
Seconded: Laura Loop
CAC Committee Voted: **Aye**

Advisory only – no Prereqs/Coreqs

DE Motion to approve: Laura Loop
Seconded: Catherine Webb
CAC Committee Voted: **Aye**

Pending clarification |

| CSIS 177A (DE Revision)

For **Fall 2017** | Routing and Switching Basics

The group reviewed the course. This course was for CCNA exam. Earlier content only had Routing and now includes Switching. Advanced information will be covered in later courses. This course was stuck in the approval process. There may be an issue with whether the course is lecture or online and Units/Hours issue.

Lynn Iwamoto noted that having to create a new course every time technology may change is a problem.

Laura Loop noted that Kiran thought that 4 hours of lab may not be needed, but not sure…

Fred Hochstaedter says the SLOs are okay.

LaRon Johnson noticed that CSIS 76 is a prereq and thought it should only be CSIC 76A, so Gamble removed 76.
However, Kim looked up CSIS 177A in SIS and found this:
"- 05/25/2016-KK: Changed SIS Requisites for CSIS 177A to Prerequisites CSIS 76A or CSIS 76. Jon Knolle informed us that students could not register for CSIS 177A (for Fall 2016) since only CSIS 76A Prerequisite was listed. Some of the students had taken CSIS 76 which should also be listed as a Prerequisite. Sent Gamble Madsen a request for a Consent Agenda item to change CSIS 177A in CurricUNET to add the other CSIS 76 Prerequisite to it (and not just CSIS 76A)."

So we should add CSIS 76 back as an "or prereq" for CSIS 177A (both the "Active" and "Pending" versions in CurricUNET) so that CurricUNET matches what is currently in SIS.

Hybrid only course. | Motion to approve: Fred Hochstaedter
Seconded: Lynn Iwamoto
CAC Committee Voted: **Aye**

Prereq (same) Motion to approve: LaRon Johnson
Seconded: Catherine Webb
CAC Committee Voted: **Aye**

DE Motion to approve: Fred Hochstaedter
Seconded: Rachel Whitworth
CAC Committee Voted: **Aye** |

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FASH 86 (New) For **Fall 2017**	Apparel Design The group reviewed the course. Cynthia Singletary has addressed previous concerns. Purpose of this course is to add a design course to our program. Decided on a 2 unit course to get more time with the students. Students would also be taking a 3 unit lecture and 3 unit lecture/lab class. This course is part of the Fashion and Merchandising Program. Gamble will confirm issue Laura Loop brought up. Fred Hochstaedter noted the SLO issues have been resolved. It was also noted that there is not a more recent text book available.	Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: **Aye** **Advisory only – no Prereqs/Coreqs**
FPTC 214 (New) For **Fall 2017**	Fire Technology Skills and Knowledge Update for Volunteer/Reserve Firefighters David Brown noted that this course is the same as FPTC 213 but has been updated for reserve and volunteer fire fighters. FPTC 213 is for full time fire fighters. The Units/hours have been adjusted and there was a change to meet Chancellor's office requirements. This course has the same Prereqs as FPTC 213.	Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: **Aye** **New Prereq (Non-Course)** Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: **Aye**

HOSP 21 (New) For **Fall 2017**	Urban Agriculture Culinary Arts Molly Jansen noted that these HOSP courses (HOSP 21, 22, 23, 24) are part of our new sustainable course line for students to be able to get jobs in Hospitality. They will replace HOSP 72,73,74,75,76, and 85. Once approved and in the catalog we will delete the old courses. HOSP 21 and 22 have never been offered here. Molly asked for help with Advisories and wants CAC to handle so the courses can be approved. All 4 of the new courses are in response to industry demands. LaRon Johnson asked what the schedule would be. The response was we were at once a week for 4 hours, but now we are at 5 hours to allow students to register easier. Also, the instructor will not have to do grades, syllabus, etc… for 4 courses. Goal is to offer courses for first ½ of the year and then second ½ of the year so a degree will take one year. HOSP 23 should be prereq for 24. We reviewed the course through CurricUNET. Reqs should be course, not non-course. Rachel Whitworth will correct – elig for Eng 1A. Rachel was wondering if objective #6 should be broken out into 2, but not required. Fred thinks SLOs are all good. Lynn thinks "??" should be removed under class assignments. Lynn will delete for Molly. Kim asked if HOSP 22, 23 and 24 Units/Hours are adjustable and Molly said no. Jill updated.	Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: **Aye** **Advisory only – no Prereqs/Coreqs**
HOSP 22 (New) For **Fall 2017**	Farm to Table Sustainable Cooking Reviewed the course. Same discussion as for HOSP 21	Motion to approve: Catherine Webb Seconded: Lynn Iwomoto CAC Committee Voted: **Aye** **Advisory only – no Prereqs/Coreqs**
HOSP 23 (New) For **Fall 2017**	Culinary Foundations of Professional Cooking I Reviewed the course. Same discussion as for HOSP 21	Motion to approve: Rachel Whitworth Seconded: Laura Loop CAC Committee Voted: **Aye** **Advisory only – no Prereqs/Coreqs**

| HOSP 24
(New)

For **Fall 2017** | Culinary Foundations of Professional Cooking II

Reviewed the course. The SLOs are good. HOSP 23 is listed as prereq. Discussion of whether to remove ENG 1A since it is already a prereq course for HOSP 23. Decided to remove – Jill updated.

Lynn Iwomoto asked how counselors will know what is equivalent if the old courses are deleted… LaRon and Molly said they could look at old catalogs, but registration may be blocked since old courses gone. Molly thinks will only affect a few students. Molly will have student come to her, sign form, and send to LaRon when necessary. We will keep the other requisites.

Gamble mentioned the HOSP 70 is stuck at Launch. Molly says that all the 70s and 80s have the wrong amount of hours, so will have to go through the approval process to resolve. This is only a ½ hour difference in the amount of hours. Also ½ of these courses will only be offered for one more semester (not including pastry).

Molly asked that since these HOSP courses were approved if that means the sustainability program will also be approved? Gamble assumes it will be approved. | Motion to approve: Laura Loop
Seconded: Catherine Webb
CAC Committee Voted: **Aye**

New Prereqs Motion to approve: Catherine Webb
Seconded: Lynn Iwamoto
CAC Committee Voted: **Aye** |

PHED 43 (New DE) For **Fall 2017**	Theory of Coaching Lyndon Schutzler responded to the Tech Review concerns. Kim noticed that the online/hybrid indications are confusing… We need to confirm if DE online only or hybrid only or both. Or is this two courses – one combo and one totally online? Gamble will confirm. Jon Knolle thought it would be both according to Kim. Rachel noticed requisites may not be right. Same ones might be in there twice. Gamble will confirm. Lynn wanted to know if we should change req from ENGL 111 to new course designation ENSL 110 and 155... Gamble will confirm to add new designation per discussion. Kim added hybrid/DE online verbiage to course description since it looks like it's to be both hybrid and DE online. If this should change (to only hybrid or to only DE online), please let Kim know so she can adjust the course description.	Motion to approve: Catherine Seconded: LaRon CAC Committee Voted: **Aye** **Pending clarification** **New Prereqs** Motion to approve: Lynn Seconded: Laura Loop CAC Committee Voted: **Aye** **Pending addition** **DE** Motion to approve: Lynn Seconded: Catherine CAC Committee Voted: **Aye** **Pending clarification**
PSYC 19 (New) For **Fall 2017**	Introduction to Statistics for the Social Sciences Same discussion for SOCI 19. See below.	**Tabled**

| SOCI 19 (New)

For **Fall 2017** | Introduction to Statistics for the Social Sciences

Rachel Whitworth will represent speak for this course as well as PSYC 19. There was discussion as to how this course will contextualize the teaching of statistics. There are plans to meet with the Math Dept. Lynn thinks it is a great course but perhaps we should Table approval until this meeting. Some MATH courses may be replaced to realign the courses to get students through algebra.
LaRon noticed that prereqs might be an issue if Statistics not listed. There could be an issue where students would take PSYC 19 and Statistics the same semester, and this was not intended. LaRon will follow up on this.

Lynn mentioned many colleges have their own courses.

Decided to go through and look at these courses but will table for now.

Descriptions do not include cross-listing information.

Kim noticed the two courses have two different dates for text, but it should be later one. Rachel verified they should be the same and the latest date. Kim updated. | **Tabled** |
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| | **Next meeting: November 9, 2016 Location: BMC 206** | |