

**Curriculum Advisory Committee
Meeting minutes: MPC.EDU**

DATE: November 9, 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	
Comments from Visitors		
Visitors Present	Molly Jansen (HOSP)	

<p>Approval of November 9, 2016 Agenda</p>	<p>Corrections noted: Agenda had the wrong program name for “Hospitality Management - Certificate of Achievement” should be “Hospitality Operations Management - Certificate of Achievement”... Agenda also listed “Sustainable Hospitality Management - Associate in Arts” and should be “Sustainable Hospitality Management - Associate in Science”.</p>	<p>Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>
<p>Approval of November 2, 2016 Minutes</p>	<p>Corrections noted: Beth found that the information that stated the “Active” button is working should be “Action” button.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>Consent Agenda</p>	<p><i>Deletions: Effective <u>Fall 2017 (none)</u></i> <i>Technician Corrections (none)</i> <i>Minor Corrections (none)</i> <i>Non-Substantial Changes</i> <i>Urgent (none)</i></p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>

<p>Discussion Agenda</p>	<p>Establishing guidelines for course deletion (collaboration with Learning Assessment Committee)</p> <p>Fred met with the Academic Advisory Group. There is a plan to reduce the number of courses in the catalog to demonstrate to the students what we actually offer. Currently, several courses in the catalog are not offered. The Learning Assessment Committee will collaborate with the CAC and Academic Advisory Groups. We need to delete/archive courses not offered. Also discussed including Counseling group in these discussions. CAC, AAG and Learning Assessment Committees' each will have a few members decide which courses to archive/delete. Our catalog and our State list should match, and then we can update CurricUNET. Kim noted that there is no "delete" function for the State, only the option to make a course inactive. Fred suggested Kim attend to these meetings as well. Gamble would also like to participate. Catherine thinks it is important to have CAC represented. Laura mentioned that a process needs to be built to make this easier. Laura noted that a process needs to be built so that the originator is notified when the course meets the criteria. LaRon will also join in these meetings.</p> <p>At the end of the meeting we discussed next week's agenda and the courses we will likely review. Gamble will send out draft agenda for 11/16/16.</p>	
<p>PHED 43 (New DE)</p> <p>For Fall 2017</p>	<p>Theory of Coaching</p> <p>Added the Prereqs requested from our last meeting – changed to "or ENSL 110 and ENSL 155."</p>	<p>Prereqs Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>

<p>HOSP 41 (Revision)</p> <p>For Fall 2017</p>	<p>Wine Appreciation and Analysis</p> <p>HOSP 41, 53, and 65 are changing from ½ to 3 units to articulate to CSU. They are online and created with a CTE grant. HOSP 41 was 1 unit and adding ½ unit so all labs are similar to HOSP 40 Should be 1 ½ units and switching from lecture to lab.</p> <p>Kim asked why HOSP 41 MoE is completed, but there is also an attachment that doesn't match the MoE. She is not sure which one is correct. It was decided Kim will delete the attachment.</p>	<p>Motion to approve: Laura Loop Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>
<p>HOSP 53 (DE Revision)</p> <p>For Fall 2017</p>	<p>Introduction to Food and Beverage Management</p> <p>See HOSP 41 (above)</p> <p>Kim noticed that DE has both Hybrid and Online selected. Molly wants the option to teach both ways, so Kim will update with descriptions.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>DE Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>HOSP 56 (Revision)</p> <p>For Fall 2017</p>	<p>Hospitality Sales and Marketing</p> <p>HOSP 56 had two sales and marketing courses and now changing to one. Kim noted that course isn't mapped, so Molly completed in the meeting.</p>	<p>Motion to approve: Laura Loop Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>
<p>HOSP 65 (DE Revision)</p> <p>For Fall 2017</p>	<p>Hospitality Law</p> <p>See HOSP 41 (above)</p> <p>Kim noticed that DE has both Hybrid and Online selected. Molly wants the option to teach both ways, so Kim will update with descriptions.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p> <p>DE Motion to approve: Fred Hochstaedter Seconded: Laura Loop CAC Committee Voted: Aye</p>

<p>HOSP 72 (Revision)</p> <p>For Fall 2017</p>	<p>Culinary Arts Basics</p> <p>Fred noted that some of the HOSP courses will only be taught once more, but we are reviewing due to changes in the courses hours. Decided to review and approve these courses all at once. LaRon seconded this idea. Molly identified HOSP 72, 73, 74, 75, 76, 79, and 85 as falling into this category. MOEs weren't listed for HOSP 85, so Molly will updated in this meeting. HOSP 23 is replacing all of these courses.</p> <p>Basic Skill Advisory needs to be updated.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 73 (Revision)</p> <p>For Fall 2017</p>	<p>Stocks, Soups, Sauces</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 74 (Revision)</p> <p>For Fall 2017</p>	<p>Vegetables, Rice, Pasta</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 75 (Revision)</p> <p>For Fall 2017</p>	<p>Fish, Poultry, Meat</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 76 (Revision)</p> <p>For Fall 2017</p>	<p>Garde Manger</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>

<p>HOSP 77 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – Yeasted and Non-Yeasted Breads</p> <p>We are reviewing all Bake courses together. This includes HOSP 77, 78, 81, 82, 83, 84, 87, and 88. Analysis needs to be filled in for HOSP 88 and needs course advisory for Prereqs. SLOs look great. All of these courses are in one program.</p> <p>Move to approve and fill in incomplete information when others approved.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 78 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – Basic Baking Techniques</p> <p>See HOSP 77 (above)</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 79 (Revision)</p> <p>For Fall 2017</p>	<p>Menu Planning & Presentation for Food Service Professionals</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 81 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – Pies and Tarts</p> <p>See HOSP 77 (above).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 82 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – Cakes, Tortes and Decorating Techniques</p> <p>See HOSP 77 (above).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 83 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – French Pastries and Restaurant-Style Desserts</p> <p>See HOSP 77 (above).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>

<p>HOSP 84 (Revision)</p> <p>For Fall 2017</p>	<p>Chocolate I – Introduction to Chocolate</p> <p>See HOSP 77 (above).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 85 (Revision)</p> <p>For Fall 2017</p>	<p>Beverage Preparation and Service</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 87 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – Regional French Desserts</p> <p>See HOSP 72 (above).</p>	<p>Motion to approve: Fred Hochstaedter Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP 88 (Revision)</p> <p>For Fall 2017</p>	<p>Bakeshop – Chocolate II – Chocolates and Confections</p> <p>See HOSP 77 (above).</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
<p>HOSP (Program Revision)</p> <p>For Fall 2017</p>	<p>Baking and Pastry Arts - Certificate of Training (Credit Only)</p> <p>Only minor changes.</p>	<p>Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>

<p>HOSP (Program Revision)</p> <p>For Fall 2017</p>	<p>Food & Beverage Management - Associate in Science</p> <p>We discussed the need to have an accounting course for this program. Molly wants to include BUSI 131 but this course is not approved yet. If we include BUSI 131 and it doesn't get approved it will hold up this program. Michael thinks Jon Knolle would need to look at BUSI 131 to approve it.</p> <p>We decided to approve this program for now with BUSI 120A and can switch to BUSI 131 later if we want – both have same number of units.</p> <p>This program is under Restaurants in the catalog for now – Molly wants in HOSP. Michael said we will reformat the entire catalog next year.</p> <p>Discussed SLOs and they look to be updated. Only SLOs not updated were in Sustainable programs.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>
<p>HOSP (Program Revision)</p> <p>For Fall 2017</p>	<p>Food & Beverage Operations - Certificate of Training (Credit Only)</p> <p>Lynn asked if this covers all beverages - alcoholic and non-alcoholic. Molly responded that this program covers restaurants, room service, banquets, etc... and electives determine what is covered.</p> <p>Only minor changes for this program.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Laura Loop CAC Committee Voted: Aye</p>
<p>HOSP (Program Revision)</p> <p>For Fall 2017</p>	<p>Hospitality Operations Management - Certificate of Achievement</p> <p>Similar issue as “Food & Beverage Management - Associate in Science” program with BUSI course so will handle the same way.</p> <p>He Seon noted that we forgot to put in elective updates in the Course Block section with “Courses can not include course required for selected concentration.” Molly updated in the meeting.</p>	<p>Motion to approve: LaRon Johnson Seconded: Lynn Iwamoto CAC Committee Voted: Aye</p>

<p>HOSP (Program Revision) For Fall 2017</p>	<p>Hospitality Operations Management - Associate in Science Similar issue as “Food & Beverage Management - Associate in Science” program with BUSI course so will handle the same way.</p>	<p>Motion to approve: Catherine Webb Seconded: Fred Hochstaedter CAC Committee Voted: Aye</p>
<p>HOSP (Program Revision) For Fall 2017</p>	<p>Hotel Operations - Certificate of Training (Credit Only) Molly noted that this is a very simple certificate. Gamble noted that Beth suggested we make the description more detailed. Catherine noted that the outcomes look very general, but this is okay. Michael thinks the description could include specific jobs and careers that students may pursue. Molly will update Catherine and Molly made necessary changes during the meeting. Approved pending change.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: Aye</p>
<p>HOSP (Program Revision) For Fall 2017</p>	<p>Sustainable Culinary Arts - Certificate of Training (Credit Only) This would change our Cooking School Certificate to Sustainable Certificate. We added Urban Agriculture, Farm to Table, Sanitation and Safety, and Bakeshop courses so students would better understand procedures. Students must take Catering as well as COOP. After these courses students should be able to get and hold a job.</p>	<p>Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: Aye</p>

<p>HOSP (Program Revision) For Fall 2017</p>	<p>Sustainable Hospitality Management - Associate in Arts Science</p> <p>Note – This program was listed as “Associate in Arts”, but should be “Associate of Science”.</p> <p>No changes from Molly other than had to update electives based on course changes.</p> <p>Catherine suggested that the SLO wording could be better. Only stylistic changes however, no meaning changes. SLOs #4 and 5 start with a verb. Molly noted that she got the language from CSUB. and asked if Catherine would fix it and she will. Catherine and Molly made requested changes in the meeting.</p>	<p>Motion to approve: Lynn Iwamoto Seconded: LaRon Johnson CAC Committee Voted: Aye</p>
	<p>Next meeting: November 16, 2016 Location: BMC 206</p>	