Curriculum Advisory Committee
Meeting minutes: MPC.EDU

DATE: February 1, 2017 LOCATION: BMC 205 @ 3:15pm-4:45pm			
			Attendees:
✓	Richard Abend, Humanities	✓	Laura Loop, Nursing
	Kendall Diaz, Student Representative	✓	Gamble Madsen, Chairperson/Creative Arts
	Michael Gilmartin, Dean of Instructional Planning	✓	Jill Ostrie, CurricUNET Tech
✓	Fred Hochstaedter, Academic Senate		Laura Patterson, CurricUNET Specialist
✓	He Seon Ihn, Articulation Officer	✓	Beth Penney, Basic Skills
✓	Lynn Iwamoto, Physical Sciences	✓	David Seagal, Business and Technology
✓	LaRon Johnson, Student Services	✓	Catherine Webb, Library
	Kiran Kamath, Vice President of Academic Affairs	✓	Rachel Whitworth, Social Sciences
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, ESL
	Jon Knolle, Dean of Instruction		Vacant, Life Science
✓	Paul Long, Dean of Instruction		Vacant, Physical Education

Note: Fred Hockstaedter was unable to attend the first part of the meeting

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.)	
Comments from Visitors		
Visitors Present		
Approval of February 1, 2017 Agenda	**Corrections noted:**	Motion to approve: Richard Abend Seconded: Catherine Webb CAC Committee Voted: **Aye**

Approval of January 11, 2017 Minutes	Corrections noted:	Motion to approve: Beth Penney Seconded: Lynn Iwamoto CAC Committee Voted: **Aye** Abstain – LaRon Johnson, Laura Loop, Rachel Whitworth
Consent Agenda	*Deletions: Effective <u>Fall 2017</u>* *Technician Corrections (none)* *Minor Corrections* *Non-Substantial Changes* *Urgent (none)*	Motion to approve: Fred Hochstaedter Seconded: Catherine Webb CAC Committee Voted: **Aye**

Discussion Agenda	Calendar of meetings for Spring 2017	
	Gamble noted that no courses or programs would go to CAC until Kiran reviews. Based on this we may start meeting every other week instead of each week since it may take more time to get things ready. We will meet February 8th, and then every other week.	
	Documenting non-substantial changes (SLO revisions) in CurricUNET	
	Gamble mentioned that Catherine brought up an issue with SLOs that came out of TracDat training. The issue is that when TracDat was set up at other colleges, it created problems when SLOs were edited by anyone. People would change things in TracDat and forget to do so in CurricUNET. This would create a problem where the SLOs didn't match between the two systems. He Seon mentioned that it would be a mismatch among three systems, Curricunet, TracDat, and SIS, since SLOs also reside in the latter, and Kim Kingswold would need to know when something changed in order to enter it there also. We discussed if we should only have the admin team change SLOs so this would not occur. We would first change in CurricUNET and then TracDat. John Skellenger and Catherine have a process for getting data from CurricUNET to TracDat. We then discussed how we should handle a minor change (like typo or small SLO edit)… Can we set up process for non-substantial changes? Gamble says we need an alert when only changing SLOs so revision wouldn't need to go through a full review when change gets to TRC. Gamble mentioned she used to change the SLOs in "Active" courses, but now we decided we need a record of the changes. Beth says she only changes SLOs when working on the course anyway. Catherine says that Beth is right as part of a curriculum revision, but when finding SLOs missing, or typos it would be nice if we had an easy process to fix. He Seon mentioned that this has come up before and the old solution was to leave the SLO screen open, but we never got to the level of deciding how to track the changes.	

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	Jill asked if should ask Governet to send an email when SLO changes? Paul says that even a small change can trigger a big problem. Discussed having the TracDat team and CurricUNET get together on this. Rachel mentioned we could add a checkbox to have people notify Gamble if only SLO changing. We may lose old SLO info if do it this way. Catherine mentioned perhaps TracDat would initiate the change and then go through the process. Gamble will try to make note of non-substantial changes, and separate those out in the CAC agenda and confirm with Michael and Kiran. Catherine will add text to TracDat telling faculty what to do when only changing SLOs and Rachel said we should also mention this in faculty meetings. Independent Study courses (see AUTO 90 proposal) Paul says that in the AAAG meeting they decided there would be a single generic independent study course. Is there a repeatability problem? Kiran in the AAAG meeting said she didn't think repeatability is an issue, but it needs to be investigated. Catherine asked if a student takes an independent study course in one discipline, can this student take one in another discipline? If we only have one generic 90 course, repeatability would be more of an issue… Paul said we will need to also investigate the proliferation of courses and how that affects accreditation. How does the number of courses affect things? What disciplines should we use? Catherine noticed that CHEM 90 is listed in TracDat, but it hasn't been taught in years. He Seon said repeatability may be a title 5 issue and that all 90 courses in CurricUNET should all be non-repeatable. There are currently 62 90 courses in CurricUNET and 15 are listed as repeatable. Title 5 says only intercollegiate athletics (some PHED or PFIT), vocational (COOP), courses for students with disabilities (ADPE and LNSK) or courses needed for a degree, can be repeatable. Paul recommends that we let Kiran vet this issue. Gamble will notify Kiran of the Title 5 information.	

| | Revision of the MPC Curriculum Handbook; formation of CAC subcommittee

We need to revise the curriculum handbook. Michael suggested forming a subcommittee to take this task on. Gamble is working on a brief instructional document. David would be interested in joining the subcommittee, but not taking the lead. Gamble will go through the document and see if portions could be assigned to various people. Catherine would be happy to check out other colleges websites to see how they handle this. | |
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| ECED (Revision)

For **Fall 2017** | Early Childhood Education: Associate in Science

Paul noted that this program is not ready to be reviewed. Kiran has reviewed ECED 52 and that course was sent back to the Dean level with concerns about units. Kiran wants the Dean to talk to the faculty and to address how this course could affect other programs. This discussion hasn't happened yet. Paul suggests we Table this and put it on the agenda for next week. Discussed the problem of only looking at pieces of the program and the need to group courses being revised, and review as a whole. We also discussed the ECED 62A and 62B issue with not going through together. Paul and Kim talked about having 2 courses having the same title and description. | **Tabled** |
| | **Next meetings: February 8, 2017 3:15 – 4:45pm**
Location: BMC - 205 | |