Curriculum Advisory Committee
Meeting minutes: MPC.EDU

<table>
<tr><td colspan="4">DATE: February 8, 2017 LOCATION: BMC 205 @ 3:15pm-4:45pm
Attendees:</td></tr>
<tr><td>✔</td><td>Richard Abend, Humanities</td><td>✔</td><td>Laura Loop, Nursing</td></tr>
<tr><td></td><td>Kendall Diaz, Student Representative</td><td>✔</td><td>Gamble Madsen, Chairperson/Creative Arts</td></tr>
<tr><td></td><td>Michael Gilmartin, Dean of Instructional Planning</td><td>✔</td><td>Jill Ostrie, CurricUNET Tech</td></tr>
<tr><td>✔</td><td>Fred Hochstaedter, Academic Senate</td><td></td><td>Laura Patterson, CurricUNET Specialist</td></tr>
<tr><td>✔</td><td>He Seon Ihn, Articulation Officer</td><td>✔</td><td>Beth Penney, Basic Skills</td></tr>
<tr><td>✔</td><td>Lynn Iwamoto, Physical Sciences</td><td>✔</td><td>David Seagal, Business and Technology</td></tr>
<tr><td>✔</td><td>LaRon Johnson, Student Services</td><td>✔</td><td>Catherine Webb, Library</td></tr>
<tr><td></td><td>Kiran Kamath, Vice President of Academic Affairs</td><td>✔</td><td>Rachel Whitworth, Social Sciences</td></tr>
<tr><td>✔</td><td>Kim Kingswold, Curriculum/Catalog Technician</td><td></td><td>Vacant, ESL</td></tr>
<tr><td></td><td>Jon Knolle, Dean of Instruction</td><td></td><td>Vacant, Life Science</td></tr>
<tr><td>✔</td><td>Paul Long, Dean of Instruction</td><td></td><td>Vacant, Physical Education</td></tr>
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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 8, 2017	**Corrections noted:**	Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth

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Agenda	Some Non-Substantial Changes were added to the Agenda.	CAC Committee Voted: **Aye**
Approval of February 1, 2017 Minutes	**Corrections noted:** Lynn posted a version to Google docs so that people were able to make corrections. Reviewed the minutes in the meeting.	Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: **Aye**
Consent Agenda	*Deletions: Effective <u>Fall 2017</u>* *Technician Corrections (none)* *Minor Corrections* *Non-Substantial Changes* 1. Eight active courses (PFIT 2,6,7,8,10A,10B,10C,20) that needed to have Open Entry/Exit set to "No" in CurricUNET (and Open Entry/Exit set to "Never" in SIS) have been changed – a delay was needed until after registration was done for Spring 2017 (Feb 4) - CAC approved this change to CurricUNET and SIS on January 11, 2017 2. Adjusted these Certificate of Training programs in CurricUNET last year to remove "Fast Track" from their program titles for the 2016-2017 Catalog (and in CurricUNET) per Michael Gilmartin: Automotive Technology - Fast Track: Automotive Brake Systems Automotive Technology - Fast Track: Automotive Steering and Suspension Drafting - Fast Track: Computer-Aided Drafting and Design Hospitality - Fast Track: Hospitality Supervision	Motion to approve: Catherine Webb Seconded: Rachel Whitworth CAC Committee Voted: **Aye**

	Interior Design - Fast Track: Green Interiors Restaurant Management - Fast Track: Baking and Pastry Arts Restaurant Management - Fast Track: Cooking School *Urgent (none)*	
Discussion Agenda	Paul wanted to discuss some questions he had received from faculty and division chairs. What does Active, Inactive, and Archive mean? Another question is what kind of things can be done to meet catalog deadlines? What is a change of substance vs nonsubstance? Gamble thinks Michael would be able to explain best, but her understanding is that SLOs or second discipline changes are non-substantial. Kim can submit a course to the state for approval and a non-substantial change can be approved that same day. Substantial changes are usually unit changes and can take about 1 month to approve. Ideally, everything should be in by December for to make it into the Fall schedules. Kim says the state uses Active, Inactive, and Approved for the courses. Usually a after a course is approved it will become active after a day. If a course is off of our schedule, it becomes inactive at the state. Curricunet uses Active and Pending. If a course is Approved, it will become Active when the course is scheduled to start to be taught. How long does it take to re-activate a course? There is no time-line. Curricunet uses "Historical" for an inactive course and it can easily be re-activated. The state uses Archive for an inactive course, but it also can be easily re-activated. Sometimes when re-activating a course there will be some information missing and the course will need updating. He Seon said that in the past sometimes a course needed for a program was accidentally deleted and needed to be re-activated. Catherine said if you take the historical version and make a course revision that would re-activate the course, although it may be difficult to make the argument to bring a course back,	

and it would need a justification. Kim thinks we would need an agenda item to discuss bringing a course back.

Paul asked about the deadline on the catalog. Is there anything that can be done to affect the catalog? Can a course be deleted and be pulled out of the catalog? Kim thinks it can but we are on the border time-wise, but deletions are easier than additions. Deletions do need approval, and since March 1st is our next CAC meeting, Kim thinks the dean, Kiran or others would need to make the call as to whether we should delete a course. We also would need a course deletion in Curricunet to do so.

Rachel noted that there were courses in PSYC and SOCI that are approved, but the Program is not, so she is not sure if it would be ready for Fall. He Seon mentioned that a new course would need state approval and is more complicated to get into the schedule. A new course takes the longest to complete, while deletions are shortest.

LaRon asked if we send out an email with the deadlines? Gamble wasn't charged with this. Beth said there was a deadline sent out and courses were submitted on time but not processed. Even if the course met the October deadline, it isn't a given that it will be in the Fall schedule, Kim said. The deadlines are on the website.

Gamble mentioned it has been difficult to get courses through due to accreditation issues, people being out, etc… Gamble said that once March 1st deadline passes, she will send an email to tell people to start working on curriculum now for the next year.

He Seon showed the group the new GEO area in Curricunet with the new screens and checkboxes. Originators should go into this screen when entering course information. This is open to any originator to change.

ETNC 13: (New) For **Fall 2017**	Introduction to Race and Ethnicity This course is cross-listed with SOCI 13. It has been in the pipeline for over a year. Approval should have included VPAA, but the course was created before we had VPAA approval level in Curricunet. This course was created to meet SB440 transfer curriculum. Lynn noted that He Seon had mentioned an issue, but it was addressed. Gamble noted there are ETNC and Social Studies programs coming too.	Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: **Aye**
MUSI 10A: (Revision) For **Fall 2017**	Music Theory and Musicianship I The only revision to the MUSI courses was to adjust the hours and units. Michael asked for this change. Since this was a non-substantial change, but because the courses are old, other changes needed to be made. For example the ~~SLOs weren't right or Objectives were not~~ mapped to the Methods of Evaluation. Gamble did this. Gamble thinks that Fred is willing to compromise now to get done even though the SLOs do need to be ~~not all as thoroughly~~ updated. Fred came in as this was being discussed so we asked him again if it is okay for the outcomes to be left as is. Fred mentioned that these courses have been sitting for 6 months waiting on revisions and it should have been enough	**Tabled**

	time to address the issues. Fred also noted that due to accreditation issues he is reluctant to approve. We need unanimous vote, so since Fred will not approve this, we will Table all the MUSI courses.	
MUSI 10B: (Revision) For **Fall 2017**	Music Theory and Musicianship II All MUSI course reviewed together – see MUSI 10A.	**Tabled**
MUSI 10C: (Revision) For **Fall 2017**	Music Theory and Musicianship III All MUSI course reviewed together – see MUSI 10A.	**Tabled**
MUSI 10D: (Revision) For **Fall 2017**	Music Theory and Musicianship IV All MUSI course reviewed together – see MUSI 10A.	**Tabled**
SOCI 13: (Revision) For **Fall 2017**	Introduction to Race and Ethnicity Reviewed with ETNC 13.	Motion to approve: Rachel Whitworth Seconded: Catherine Webb CAC Committee Voted: **Aye**
SIGN (New) For **Fall 2017**	American Sign Language: Certificate of Training These SIGN programs were also held up since they didn't go to Kiran's level for approval. Richard mentioned that Linguistics 10 is a requirement. This certificate will recognize that students have taken appropriate courses at MPC. Laura asked if a student can test into the intermediate level for the	Motion to approve: Lynn Iwamoto Seconded: Rachel Whitworth CAC Committee Voted: **Aye**

	certificate? LaRon didn't think we got clarification on this issue. Gamble searched for an email about this, and will bring the issue back for discussion later. Update: Per Kelly Stack, each certificate (two in Sign Language and one in Japanese) recognize that a student has taken a sequence of courses at MPC. Kim wanted to mention to Paul that we don't need approval from the state for Certificates of Training, so once CAC approves we can offer it.	
SIGN (New) For **Fall 2017**	American Sign Language Linguistics: Certificate of Training Catherine had a question on outcome number 2. Compared to other certificates, the text is contextualized. Should it say something about deaf Americans? Richard thinks this text is from the linguistics text. Gamble will email the originator for clarification. Pending clarification approved.	Motion to approve: Richard Abend Seconded: Catherine Webb CAC Committee Voted: **Aye**
CSIS (Revision) For **Fall 2017**	Computer Information Systems: Associate in Science (Transfer Preparation) Gamble discussed how complicated the CSIS program was and there are several issues. It went back and forth in approval process. Several issues were corrected, but He Seon noticed that	**Tabled**

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the attached files didn't follow all the requirements for transfer, only a regular Associate Degree. He Seon had attached the template for this program in Curricunet, which was displayed while she explained that this is an MC (Model Curriculum), not a TMC (Transfer Model Curriculum), so it does not have the same requirements or "perks" for students as a TMC (guaranteed admission to a CSU with admission bump points, 60-unit limit for the AS). We must get all the courses approved to put through the program. He Seon thinks we should submit all the courses for C-ID approval. If the courses have CID approval it makes it easier for a student to transfer. He Seon will discuss the issues with the originator. Because this is a program it will have to be submitted to Chancellor's oOffice and to do so it must have Narrative document which is not in this program. Kim hasn't heard back from Tom, but discussed sending the form to get it complete.

Gamble thinks we need to Table this until issues are corrected.

LaRon noted that there are several courses included that are non-transferable courses. He Seon noted that those also won't be submitted for CID. This is a revision of the original AS.

Kim noted that she has an issue with the course names. Many of the names have been changed. For example, CSIS 76 will be CSIS 76A, 172 will be 72A, 198 to 86, etc... Those changes are coming soon, but she haven't seen them yet. This issue occurred because program is old.

If the intention is to get this in the catalog we will have to meet again before March 1st. He Seon says the state would have to approve and all documents would have to be complete, which may be difficult to get done in time.

Gamble and Kim will email Tom the issues. If we can get

	everything done we may have CAC meeting next week.	
JPNS (New) For **Fall 2017**	Japanese Language: Certificate of Training We again discussed the issue of being able to test into a more advanced course.	Motion to approve: Lynn Iwamoto Seconded: Catherine Webb CAC Committee Voted: **Aye**
	Next meetings: March 1, 2017 3:15 – 4:45pm (or possibly next week if CSIS Program gets updated) Location: BMC – 205	