

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

**DATE: February 28, 2017 LOCATION: BMC 207 @ 4:00pm-4:50pm**

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

Meeting Chaired by: Gamble Madsen

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

<b>Agenda Item</b>	<b>Discussion / Comments</b>	<b>Action</b>
<b>Announcements</b>	Public Comments (Agenda item III.)	
<b>Comments from Visitors</b>		
<b>Visitors Present</b>		
<b>Approval of</b>	<b>Corrections noted:</b>	Motion to approve: Fred Hochstaedter

<b>February 28, 2017 Agenda</b>		Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b>
<b>Approval of February 8, 2017 Minutes</b>	<b>Corrections noted:</b>  There were some corrections noted. Reviewed the last minutes during the meeting.	Motion to approve: Beth Penney Seconded: Catherine Webb CAC Committee Voted: <b>Aye</b>
<b>Consent Agenda</b>	<b><i>Deletions: Effective <u>Fall 2017</u></i></b>  CHEM 90: Independent Study CHEM 99: Travel Study EMMS 400: Emergency Medical Training ENSL 118: Advanced Speaking FPTC 103: Hazardous Materials/Operational and Decontamination FPTC 108: Confined Space Rescue – Awareness Level FPTC 109: Confined Space Rescue – Operations FPTC 110A: Command 1A – Structure Fire Command Operations for the Company Officer FPTC 110B: Fire Command 1B – Incident Management for Company Officers FPTC 110C: Command 1C WUI Command Operations for the Company Officer FPTC 111A: Fire Investigation 1A – Fire Origin and Cause Determination FPTC 111B: Fire Investigation 1B – Techniques of Fire Investigation FPTC 114: Fire Management 1 – Management/Supervision for Company Officers FPTC 144: Safety Officer (S-404) FPTC 412: Emergency Incident Management LIBR 60: Family Research Studies – Genealogy I LIBR 61: Family Research Studies – Genealogy II	Motion to approve: Catherine Webb Seconded: Richard Abend CAC Committee Voted: <b>Aye</b>

	<p>LIBR 62: Family Research Studies – Genealogy III  LIBR 63: Family Research Studies – Genealogy IV  OCEN 90: Independent Study  ORNH 68: Horticultural Sales and Business Practices  ORNH 71: Landscape Irrigation Practices  ORNH 201: Pesticide Application License Exam Preparation  ORNH 204: Organic Gardening  PFIT 13: Stability Ball Training  PFIT 400: Fitness Assessment Lab  PHED 1A: Fencing I  PHED 1B: Fencing II  PHYS 90: Independent Study  Family Research Studies (Genealogy): Certificate of Achievement (Career Technical)  Family Research Studies (Genealogy): Associate in Arts (Non-Career Technical)</p> <p><b><i>Technician Corrections</i></b></p> <p>Kim reconciled the "Active" versions of ETNC 14 and SOCI 14 so that they have the same SLOs in CurriUNET</p> <p><b><i>Minor Corrections</i></b>  <b><i>Non-Substantial Changes</i></b></p> <p>PERS 50: Addition of textbook (On Course: Strategies for Creating Success in College and in Life Skills Plus)</p> <p>Kim reconciled the "Active" versions of ETNC 14 and SOCI 14 so that they have the same SLOs in CurriUNET</p> <p>We discussed adding <a href="#">the deletion of LIBR 90</a> for tomorrow’s meeting.</p>	
<b>Discussion Agenda</b>	Program Narrative documents	

Kim made a document, based on Michael's request. Kim's document is taken from The Program and Course Approval Handbook (PCAH). The faculty is unaware that when creating or revising a Program they need to include Narratives. Gamble will bring this up at the meeting next week. There was discussion of adding something to Curricunet to require Narrative information. He Seon noted that it maybe easiest to put a link with the Narrative standards documents on home page of Curricunet. Non-ADT Program Narratives are 4-5 pages. Programs for ADTs only have 1 page Narratives required. Fred asked where this document came from. Kim said it came from PCAH. Fred thinks using the word "Objectives" is confusing... To make this clear for people at MPC we should use a different word. Beth asked whether the required Narrative information is already in Curricunet. Kim and He Seon said no, and gave examples of what isn't in Curricunet. Fred says we need to note which information is already in Curricunet, and what additional information is required. He Seon said only objectives and descriptions are in Curricunet. Beth has a document that she is looking at, but this is the abbreviated Program. Some of the Narrative information needs to be provided by the Dean, or the Dean needs to be consulted. Kim says if people don't include Narrative information, Kim can't ask the state for the approval. Do we want to post the Narrative document we have, or wait to revise? Paul asked if there is any urgency and He Seon says yes. Kim noted that this Narrative requirement is relatively new and wasn't required before 2013. This is why we don't have Narrative information on older programs - it used to be sent as a hard copy. We decided to change "Objectives" to "Program Outcomes". Kim was going to compare to the 2016 document to make sure what we have is still accurate. Gamble could take the documents and update them. We will then make a link available from Curricunet to the documents.

	<p>Paul asked that we look at SLOs for FREN 50A and B. Currently FREN 50B is waiting for Paul to approve. Paul would like guidance on updating the SLOs. Fred says the SLOs are not good because there is little difference between FREN 50A and 50B. There is very little to distinguish between the two courses. Richard noted that this language is very common. Fred is concerned that we aren't telling the students the difference between the two courses. Is it enough to say intermediate to high-intermediate? Could we say the students need to demonstrate ability based on an exam score? Beth asked if Lisa could come to discuss this issue? Gamble says she hasn't heard back from her, but can try again.</p> <p>There was lots of discussion on how to determine the level the student is at, but it all could be subjective. Maybe we should require FREN 50A to take FREN 50B? Kiran's comments in Curricunet were noted and reviewed. We will also need to delete FREN 50 if 50A and B take <i>its</i> place. If we get the SLOs to be acceptable, we won't have to review FREN 50A and B again. Fred noted that our SLO document discusses this issue. Beth says that there are some courses where you cannot distinguish between the two courses easily. How do we define which courses don't have to define the SLOs more distinctly? Fred says the MUSI 10A-D classes updated their SLO information beautifully. The guideline document is too much information – book like information. Gamble says we need to be mindful that if we don't approve FREN 50B now [<i>with 50A</i>], <i>they</i> won't be approved until 2018-19.</p>	
ANAT 5: (DE Revision)	<p>Basic Human Anatomy and Physiology</p> <p>We got clarification on whether a microscope is used. We will</p>	

For <b>Fall 2017</b>	discuss this course at the next CAC meeting, as well as the other courses from the agenda.	
MUSI 10A: (Revision)  For <b>Fall 2017</b>	Music Theory and Musicianship I  Gamble updated the SLOs for all MUSI 10A-D courses. We will discuss these courses at the next CAC meeting, as well as the other courses from the agenda.	
	<b>Next meetings: March 1, 2017 3:15 – 4:45pm</b> <b>Location: BMC – 205</b>	