Curriculum Advisory Committee

**Meeting Minutes**

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| **DATE: April 26, 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 |

Meeting Chaired by: Gamble Madsen

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

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| **Agenda Item** | **Discussion / Comments** | **Action** |
| **Announcements** | Public Comments read by Gamble (See Agenda item III)  |  |
| **Comments from Visitors** |  |  |
| **Approval of** **April 26 Agenda** | **Corrections noted:** none | Motion to approve: RachelSeconded: CatherineCAC Committee Voted: Aye |
| **Approval of** **April 19 Minutes** | **Corrections noted: :** none | Motion to approve: LynnSeconded: Laura LoopCAC Committee Voted: AyeAbstention: Catherine  |
| **Consent Agenda**  | **Deletions: Effective fall 2017**ARTH 12ARTH 13GERM 90SSKD 90WRLD 199.3Cultural History of Monterey County: Associate in Arts (Career Technical)**Deletions: Effective spring 2018**WRLD 199.3**Technician Corrections:** none**Minor Corrections:** none**Non-Substantial Changes:** noneMaterial Fees increases effective Fall 2017These ARTD courses (according to the Creative Arts department) should be $35 instead of $30: ARTD 40, ARTD 40A, ARTD 40B, ARTD 40C, ARTD 42A, ARTD 42B, ARTD 43A, ARTD 44B, ARTD 46A, ARTD 46B, ARTD 47A, ARTD 47B, ARTD 53, ARTD 57ARTD 48 materials fee will change from $25 to $30NUTF 10L: Increase in lab fee from $20 to [faculty remain in conversation/research ongoing]MATH 16: remove MATH 260 as a prerequisite selection from the revision proposalMATH 260: The language of the catalog and course descriptions need to be revised slightly regarding the introductory statement and the statement on it serving as a ‘prerequisite’ for MATH 16SPAN 35A and SPAN 35B: change course titles to SPAN 1S-A and SPAN 1S-B within existing revision proposals, per Francisco de Borja DorschDental Assisting Program Revisions (Certificate of Achievement and Associate in Science, approved by CAC 3/15/17) want to remove the following courses: ENGL 111, ENSL 110, ENSL 155**Urgent:** none | Motion to approve: LynnSeconded: RachelCAC Committee Voted: Aye  |
| **Discussion Agenda** | **Course Discussions:**Gamble noted that her term as Chair is almost over, but she would be willing to continue.Course approved at CAC for deletion, but now it is to be retained: HIST 40 (The African Experience) Courses we may want to add to the deletion/archive/historical list: HIST 2 (History of Asia), HIST 48 (History of the Middle East)There was discussion about archive vs. deletion of courses – courses that are deleted/archived can be reinstated later if a division wants to teach them again. This is true for both Curricunet and the State systems. A revision of the course would need to be done in order to reactivate it, and an explanation for why the course is being brought back. **Program Discussions:** * Computer Networking and Security - Associate in Science (CTE) has several problems: CSIS 172 should be 72A, CSIS 80 should be added to the top section, CSIS 83 is 83A, CSIS 191 is 88
* Computer Networking and Security – Certificate of Achievement – Kim mentioned that it needs some adjustments
* Cisco Networking and Security Professional - Certificate of Achievement: CAC had agreed that this program would be deleted and Computer Networking and Security Certificate of Achievement would be used instead. DJ Singh and others do not want to do this
	+ Kim thinks the Cisco program can be deleted
* Jon Knolle asked DJ to contact Jill about the Computer programs.
	+ Gamble said she would help as well
* Fashion programs - outdated programs need to be deleted (two in Fashion Merchandising and two in Fashion Production)
	+ Gamble will talk to the people in Fashion.
* Gamble will talk to John Anderson about the Music programs. Some information is needed for the program revisions

**Other discussion items:*** Proposal of a new process to address SLO and PLO revisions independently/outside of CurricUNET

Catherine and Gamble showed a flowchart and form for SLO and PLO revisions. The idea is to have a record of the change in Curricunet and SIS, in order to allow faculty to update this information as painlessly as possible. It would involve review for the CAC coordinator and SLO coordinator (Gamble and Fred now). CAC would verify the change is not a course revision in disguise. If it is determined the changes to the course are not minor a course revision would be required. This is to help with SLO changes that are slowed down during tech review. Changes in SLOs or PLOs in Curricunet would also require notifying the catalog technician so the person can make changes in SIS. If SLO and CAC coordinators approve the change(s) would be added to the CAC consent agenda. Once the SLO(s) are approved, it/they would be updated in Curricunet, TracDat, and SIS. Google Sheets will be used to record the changes. Jennifer Taylor will send out the flowchart and other information to gather feedback – she has been working in TracDat.Laura P. is working with the Curricunet programmers to update reports (Course Comparison Report, All Fields Report) to show the SLO changes on the Course Comparison Report. * Articulation of curriculum review and approval processes (professional contractor?)

CAC members want to communicate how the CAC does things. There has been success in other departments on campus who hired a consultant/contractor. Fred noted that transparency is fundamental and currently faculty and staff do not have a clear understanding of the CAC processes. Faculty and staff want and need to understand the processes of the CAC, as well as what the functions of each CAC member is. Rachel asked what the next step is in order to get a consultant/contractor. Administrators on CAC would be the people to get this started. Laura L. asked if we would get a curriculum handbook out of this, and the consensus was yes. Gamble will follow up with the administrators.  |  |
| **Action Agenda** |  |  |
| **Next meeting: May 03, 2017 3:15pm-4:45pm****Location: BMC – 205** |