

**Curriculum Advisory Committee  
Meeting minutes**

<b>DATE: September 06, 2017 LOCATION: BMC 204 @ 3:30pm – 5:00pm</b>			
<b>Attendees:</b>			
	Richard Abend, Humanities	✓	Laura Loop, Nursing
✓	Judy Cutting, Dean of Instruction - CTE	✓	Gamble Madsen, Chairperson/Creative Arts
	Kendall Diaz, Student Representative	✓	Laura Patterson, CurricUNET Specialist
✓	Fred Hochstaedter, Academic Senate	✓	Beth Penney, Basic Skills
✓	He Seon Ihn, Articulation Officer	✓	David Seagal, Business and Technology
✓	Lynn Iwamoto, Physical Sciences	✓	Rachel Whitworth, Social Sciences
	LaRon Johnson, Student Services	✓	Cathryn Wilkinson, Dean of Instruction – Liberal Arts
	Kiran Kamath, Vice President of Academic Affairs		Vacant, ESL
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Library
✓	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		Vacant, Life Science
✓	Paul Long, Dean of Instruction - STEM		Vacant, Physical Education

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Laura Patterson

<b>Agenda Item</b>	<b>Action</b>
<b>Announcements</b>	– Public Comments read by Gamble (See Agenda item III)
<b>Comments from Visitors</b>	
<b>Approval of September 6 Agenda</b>	<p><b>Corrections noted:</b></p> <p>Consent agenda - change “effective spring 2018” to “effective fall 2018”</p> <p>Non-Substantial Changes - remove the Theatre Arts programs</p> <p>Discussion agenda - add Theatre Arts programs</p>
	<p>Motion to approve: Fred</p> <p>Seconded: Laura L.</p> <p>CAC Committee Voted: Aye</p>

<b>Approval of August 30 minutes</b>	<b>Corrections noted:</b> spelling of Rachel's name	Motion to approve: Lynn Seconded: Beth CAC Committee Voted: Aye
<b>Consent Agenda</b>	<i>Deletions - Effective fall 2018</i> LNSK 90 (RFP: Course was developed as a default. No curriculum developed)	Motion to approve: Rachel Seconded: Fred CAC Committee Voted: Aye
<b>Discussion Agenda</b>		
<ul style="list-style-type: none"> <li>- Theatre Arts program (AS - Non-Career Technical): Amend current revision proposal to include the following verbiage in the Course Blocks: "Select at least one course from each of the following areas a, b, and c for a total of 9 units." <ul style="list-style-type: none"> <li>o Suggested that a conversation occur with the originator and/or division chair as to whether the variety of courses matter or is it the number of units, or both.</li> </ul> </li>   <li>- Theatre Arts program (Certificate of Achievement - Non-Career Technical): Amend Course Blocks to include the following verbiage: "Select at least one course from each of the following areas a, b, and c for a total of 9 units." <ul style="list-style-type: none"> <li>o Suggested that a conversation occur with the originator and/or division chair as to whether the variety of courses matter or is it the number of units, or both.</li> </ul> </li>   <li>- Review of <a href="#">Resource Guide to Institutional Decision Making</a> at MPC regarding CAC charge and membership - pages 13 -18 <ul style="list-style-type: none"> <li>o Suggested that we revisit the document once CAC processes are identified and established</li> </ul> </li>   <li>- Presentation on development of program and course outcomes: Fred Hochstaedter <ul style="list-style-type: none"> <li>o Review draft SLO and PLO links for the MPC Curriculum Development Web Site</li> </ul> </li>   <li>- Review of draft all-users email communicating proposal submission deadline (2018-2019 Catalog) and Credit Course Certification <ul style="list-style-type: none"> <li>o Addition of role of VP of OAA</li> </ul> </li>   <li>- Assignment of next presentation on curriculum development <ul style="list-style-type: none"> <li>o Units and hours calculation - presentation by Laura L</li> </ul> </li> </ul>		
<b>Next meeting:</b> September 13, 2017 <b>Location:</b> BMC 204		