

Draft Curriculum Advisory Committee
Meeting minutes

DATE: February 14, 2018 LOCATION: BMC 107 @ 3:30 -- 5:00 pm <u>Attendees:</u>			
✓	Richard Abend, ESL → Voting Member	✓	Laura Loop, Nursing → voting member
✓	Judy Cutting, Dean of Instruction -- CTE	✓	Gamble Madsen, Chairperson/Creative Arts → voting member
	Kendall Diaz, Student Representative → voting member		Laura Patterson, CurricUNET Specialist
✓	Fred Hochstaedter, Academic Senate → voting member	✓	Beth Penney, Basic Skills/Humanities → voting member
✓	He Seon Ihn, Articulation Officer → voting member	✓	David Seagal, Business & Technology → voting member
✓	Lynn Iwamoto, Physical Sciences → voting member		Rachel Whitworth, Social Sciences → voting member
✓	LaRon Johnson, Counselling/Student Services → voting member		Cathryn Wilkinson, Dean of Instruction -- Liberal Arts
	Kiran Kamath, Vice President of Academic Affairs		Vacant, Library
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Life Science
✓	Jon Knolle, Dean of Instruction -- Library, Learning Resources & Online Ed		Vacant, Physical Education
	Vincent van Joolen, Dean of Instruction --- Stem	✓	John Skellenger, Admin Asst III, Guest Support

Meeting Chaired by: Gamble Madsen
 Notes Submitted by: John Skellenger

Agenda Item		Action
Announcements		Called to order at 3:39 pm
Comments from Visitors		
Approval of February 14, 2018 Agenda		Motion to recommend: Fred Seconded: Lynn CAC Committee Voted: Aye
Approval of February 7, 2018 minutes		Motion to recommend: Richard Seconded: Laura CAC Committee Voted: Aye Abstained: David
Consent Agenda		Motion to recommend: Richard Seconded:Lynn CAC Committee Voted: Aye
Effective Fall 2018 BUSI 88 CSIS 78, CSIS 82, CSIS 90, CSIS 98, CSIS 174A		
Discussion Agenda		
ENGL 9: Adjusting approach/content to Special Topics (requiring a revision or new course proposal?)		

<p>Change “Civil Liberties” course to a “special topics” that change each semester. This course is currently a GE course and that status would change based on the proposed changes. Variable topic courses are not accepted as GE. Students would be required to submit a course syllabus to new campus to receive credit. This would be a revision, not a new course. Although the topic would change, students would not be able to retake/repeat this course.</p>		
Action Agenda		
Courses and Programs		
CSIS 87: Computer Forensics	<p>Revision</p> <p>Suggested change Remove “understanding” from lab content portion.</p>	<p>Motion to recommend: Fred Seconded: Beth CAC Committee Voted: Aye</p>
CSIS 87: Computer Forensics	Remove Prerequisite	<p>Motion to recommend: Lynn Seconded: Beth CAC Committee Voted: Aye</p>
CSIS 87: Computer Forensics	DE Revision	<p>Motion to recommend: Richard Seconded: David CAC Committee Voted: Aye</p>
DNTL 102: Chairside Assisting I	Revision	<p>Motion to recommend: Fred Seconded: Laura CAC Committee Voted: Aye</p>
DNTL 102: Chairside Assisting I	Prerequisite revision	<p>Motion to recommend: Beth Seconded: Lynn CAC Committee Voted: Aye</p>

DNTL 107: Coronal Polish	<p>Revision</p> <p>Gamble to email instructor to confirm that the “and” are needed and none of them are “or”</p> <p>Approved pending the confirmation of verbiage and mapping and analysis.</p>	<p>Motion to recommend: Fred</p> <p>Seconded: Laura</p> <p>CAC Committee Voted: Aye</p>
DNTL 107: Coronal Polish	<p>Prerequisite</p> <p>Approved pending the confirmation of verbiage and mapping and analysis.</p>	<p>Motion to recommend: Richard</p> <p>Seconded: Laura</p> <p>CAC Committee Voted: Aye</p>
DNTL 112: Office Management	<p>Revision</p> <p>Approved pending completion of objectives being mapped, and requisite analysis being complete.</p>	<p>Motion to recommend: Fred</p> <p>Seconded: Laura</p> <p>CAC Committee Voted: Aye</p>
DNTL 112: Office Management	<p>Prerequisite of Dental 100</p>	<p>Motion to recommend: David</p> <p>Seconded: Lynn</p> <p>CAC Committee Voted: Aye</p>
ENGL 2: Argumentative Writing and Critical Thinking	<p>Revision</p>	<p>Motion to recommend: Lynn</p> <p>Seconded: Laura</p> <p>CAC Committee Voted: Aye</p>
ENGL 2: Argumentative Writing and Critical Thinking	<p>DE Revision</p>	<p>Motion to recommend: Richard</p> <p>Seconded: Gamble</p> <p>CAC Committee Voted: Aye</p>

ENGL 300: Personalized Writing Instruction	Revision Changed course name and description.	Motion to recommend: Fred Seconded: Laura CAC Committee Voted: Aye
ENGL 301 & 301L: Introduction to Academic Reading and Writing/Lab	Revision	Motion to recommend: Fred Seconded: Lynn CAC Committee Voted: Aye
ENGL 301 & 301L: Introduction to Academic Reading and Writing/Lab	Prerequisites	Motion to recommend: LaRon Seconded: Richard CAC Committee Voted: Aye
FPTC 112D: Instructor I – Instructional Methodology	Revision Update units and hours, class assignments	Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye
FPTC 112E: Instructor II – Instructional Development	Revision Approved pending revision to update and expand lab content description.	Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye
GWOS 1: Introduction to Gender and Women's Studies	Revision	Motion to recommend: Fred Seconded: Beth CAC Committee Voted: Aye
GWOS 1: Introduction to Gender and Women's Studies	DE Revision Updated MOI to include hybrid in addition to DE.	Motion to recommend: Richard Seconded: Lynn CAC Committee Voted: Aye
HOSP 180: Food Safety Certification	Revision	Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye

HOSP 180: Food Safety Certification	DE Revision	Motion to recommend: Beth Seconded: Richard CAC Committee Voted: Aye
LETP 130: Developing a Personal Philosophy of Leadership	Revision	Motion to recommend: Beth Seconded: Richard CAC Committee Voted: Aye
LETP 130: Developing a Personal Philosophy of Leadership	DE Revision Updated MOI to include hybrid in addition to DE.	Motion to recommend: Lynn Seconded: Beth CAC Committee Voted:
LETP 230.11: S.W.A.T.	Revision	Motion to recommend: Laura Seconded: Lynn CAC Committee Voted:
LETP 230.11: S.W.A.T.	Revision Updated "Basic Skills Advisory" to "Prerequisite non course"	Motion to recommend: Lynn Seconded: Gamble CAC Committee Voted: Aye
MASS 82: Therapeutic Massage I MASS 83: Therapeutic Massage II MASS 84: Sports Massage MASS 85: Clinical Massage	Revision Approved as a group 82,83,84,85	Motion to recommend: Lynn Seconded: Richard CAC Committee Voted: Aye
MASS 180A: Massage Lab 1 MASS 180B: Massage Lab 2	Revision Approved as a group.	Motion to recommend: Fred Seconded: Beth CAC Committee Voted: Aye
MASS 180A: Massage Lab 1 MASS 180B: Massage Lab 2	Revision	Motion to recommend: Richard Seconded: Gamble

	Approved pending complete requisite analysis	CAC Committee Voted: Aye
PERS 51: Career and Life Planning	Revision - not addressed, rescheduled for next meeting	
PHED 20.9: Skill Development for Track and Field	Revision- not addressed, rescheduled for next meeting	
Automotive Technology: Certificate of Achievement	Revision- not addressed, rescheduled for next meeting	
Business – Entrepreneurship: Certificate of Training	Revision- not addressed, rescheduled for next meeting	
Business Administration: Certificate of Achievement	Revision- not addressed, rescheduled for next meeting	
Business Administration: Associate in Science	Revision- not addressed, rescheduled for next meeting	
Massage Practitioner: Certificate of Training	Revision- not addressed, rescheduled for next meeting	
Massage Therapist: Certificate of Training	Revision- not addressed, rescheduled for next meeting	
Massage Therapy: Associate in Science	Revision- not addressed, rescheduled for next meeting	
Massage Therapy Certificate of Achievement	Revision- not addressed, rescheduled for next meeting	
Next Meeting: February 21, 2018 Location BMC 107		