Draft Curriculum Advisory Committee

Meeting minutes

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| DATE: February 28, 2018 LOCATION: BMC 107 @ 3:30 -- 5:00 pmAttendees:  |
| ✔ | 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

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| **Agenda Item** | **Action**Called to order at 3:38 pm |
| **Announcements** |  |  |
| **Comments from Visitors** | Kendra CabreraCurrent version of course EDUC 1 requires 48 hours of service learning, but does not award correct unit compensation State law requires 30 hours for course, as does Hartnell and CSUMB. Kendra is also looking to resolve a similar issue with her proposed EDUC 2 class. She would like to change/resolve this before next year and receive some guidance. Should it be a lecture at 2 units w/Lab worth one unit or just three units total. This course would be part of multiple degrees, some of which are in the pipeline. Molly Jansen would like to add her hospitality certificates to the agenda so they can be included in the catalog. This would provide positive repercussions for the school including completion rates. She was asked to make changes to the programs by her Deans.  |  |
| **Approval of** **February 21, 2018 Agenda** |  | Motion to recommend: RachelSeconded: LynnCAC Committee Voted: Aye |
| **Approval of** **February 14, 2018 minutes****February 21, 21018** |  | Motion to recommend: LauraSeconded: BethCAC Committee Voted: AyeRachel and David abstained due to absences.  |
| **Consent Agenda** | Motion to recommend: RachelSeconded: LynnCAC Committee Voted: Aye |
| **Deletions** (effective Fall 2018): FASH 84 FPTC 112E Hospitality Operations Management: Associate in Science Hotel Operations: Certificate of Training **Non-substantial changes** (effective Fall 2018): Theatre Arts AA: Adding THEA 2 as elective and removing courses deleted in 2017 from blocks Theatre Arts AA (Transfer Preparation): Adding THEA 40A-D and 60A-D as electivesDiscussion regarding the timing approval for catalog deadlines. Would the consent agenda items be approved for the next catalog. Multiple members agreed that course revisions from today would be included.  |
| **Discussion Agenda** |
| Student confusion over the verbiage for alternate modality of online format in catalog description. He Seon offered a solution of changing the verbiage to “May be also offered online.” Changes would take a lot of work as it needs to be changed in multiple systems. It may take a universal change rather than approving a change for each individual course. This suggested change would be to be as clear as possible. Gamble will draft verbiage and present it to the group.  |
| **Action Agenda** |
| **Courses and Programs** |
| ANTH 20: Native Peoples of North AmericaETNC 20: Native Peoples of North America | RevisionRevision for curriculum to reflect actual real work happenings within the indigenous community of North America and keep transferability Approved pending mapping of ETNC 20 | Motion to recommend: RachelSeconded: FredCAC Committee Voted: Aye |
| ENGL 303: Personalized Reading Instruction | NewAdria provided a rationale for courses in response to AB 705 changes. Page 3 of [handout](https://drive.google.com/open?id=1hw2CedQjCOEd4V63HaJGBAjIgQboALhN) showing English sequence.  | Motion to recommend: RachelSeconded: LauraCAC Committee Voted: Aye |
| FREN 50A: Intermediate French Conversation I | New | tabled |
| LETP 108: Explorer Academy | New | tabled |
| LETP 201: Vice Investigations  | New | tabled |
| LETP 211: Human Trafficking | New | tabled |
| LETP 237: Firearms Instructor | New | tabled |
| LETP 265: Dignitary Escort | New | tabled |
| Business – Entrepreneurship: Certificate of TrainingBusiness Administration: Certificate of AchievementBusiness Administration: Associate in Science | RevisionBUSI 68 verbiage was changed from “capstone” to “comprehensive project based course”The question presented to the faculty has been answered. Approved, but Gamble will contact Bruce to confirm that he does not want to make the course required for the certificate.  | Motion to recommend: BethSeconded: LauraCAC Committee Voted: Aye |
| Ethnic Studies: Associate in Arts (Transfer Preparation) | RevisionApproved with revisions made in session.  | Motion to recommend: LynnSeconded: FredCAC Committee Voted: Aye |
| Fire Protection Technology: Associate in Science | Revision | Motion to recommend: LynnSeconded: LauraCAC Committee Voted: Aye |
| Global Studies: Associate in Arts for Transfer | Revision | Motion to recommend: Seconded: CAC Committee Voted: |
| Massage Practitioner: Certificate of TrainingMassage Therapist: Certificate of TrainingMassage Therapy: Certificate of AchievementMassage Therapy: Associate in Science | Update SLOs. Split the “oral and written communication” portion into a third SLO. Approved pending updated SLOs and updated arrangement of required classesMassage accepted as a group  | Motion to recommend: RachelSeconded: LynnCAC Committee Voted: Aye |
| Political Science: Associate in Arts (Transfer Preparation) | Revision | Motion to recommend: RachelSeconded: GambleCAC Committee Voted: Aye |
| Advanced Sustainable Culinary Arts: Certificate of Training (Revision)Sustainable Culinary Arts Management: Certificate of Achievement (Revision)Sustainable food and Beverage Management: Certificate of Training (Revision)Wine Professional Level 1: Certificate of Training (New)Sustainable Culinary Arts Fundamentals: Certificate of Training (New) | Approved pending any necessary revisions | Motion to recommend: DavidSeconded: LynnCAC Committee Voted: Aye |
| Next Meeting: March 7, 2018Location BMC 107 |
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