Draft Curriculum Advisory Committee

Meeting minutes

|  |  |  |  |
| --- | --- | --- | --- |
| DATE: February 28, 2018 LOCATION: BMC 107 @ 3:30 -- 5:00 pm  Attendees: | | | |
| ✔ | 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**  Called to order at 3:38 pm |
| **Announcements** |  |  |
| **Comments from Visitors** | Kendra Cabrera  Current 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: Rachel  Seconded: Lynn  CAC Committee Voted: Aye |
| **Approval of**  **February 14, 2018 minutes**  **February 21, 21018** |  | Motion to recommend: Laura  Seconded: Beth  CAC Committee Voted: Aye  Rachel and David abstained due to absences. |
| **Consent Agenda** | | Motion to recommend: Rachel  Seconded: Lynn  CAC 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 electives  Discussion 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 America  ETNC 20: Native Peoples of North America | Revision  Revision 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: Rachel  Seconded: Fred  CAC Committee Voted: Aye |
| ENGL 303: Personalized Reading Instruction | New  Adria 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: Rachel  Seconded: Laura  CAC 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 Training  Business Administration: Certificate of Achievement  Business Administration: Associate in Science | Revision  BUSI 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: Beth  Seconded: Laura  CAC Committee Voted: Aye |
| Ethnic Studies: Associate in Arts (Transfer Preparation) | Revision  Approved with revisions made in session. | Motion to recommend: Lynn  Seconded: Fred  CAC Committee Voted: Aye |
| Fire Protection Technology: Associate in Science | Revision | Motion to recommend: Lynn  Seconded: Laura  CAC Committee Voted: Aye |
| Global Studies: Associate in Arts for Transfer | Revision | Motion to recommend:  Seconded:  CAC Committee Voted: |
| Massage Practitioner: Certificate of Training  Massage Therapist: Certificate of Training  Massage Therapy: Certificate of Achievement  Massage 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 classes  Massage accepted as a group | Motion to recommend: Rachel  Seconded: Lynn  CAC Committee Voted: Aye |
| Political Science: Associate in Arts (Transfer Preparation) | Revision | Motion to recommend: Rachel  Seconded: Gamble  CAC 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: David  Seconded: Lynn  CAC Committee Voted: Aye |
| Next Meeting: March 7, 2018  Location BMC 107 | | |
|  | | |