

**Curriculum Advisory Committee  
Meeting minutes**

**DATE: September 19, 2018 LOCATION: BMC 206 @ 3:30 pm – 5:00 pm**

**Attendees:**

	Richard Abend, ESL → voting member	X	Laura Loop, Nursing → voting member
X	Judy Cutting, Dean of Instruction - CTE	X	Gamble Madsen, Chairperson/Creative Arts → voting member
	Keith Eubanks – Humanities → voting member	X	Laura Patterson, CurricUNET Specialist
X	Fred Hochstaedter, Academic Senate → voting member	X	Beth Penney, Basic Skills→ voting member
X	He Seon Ihn, Articulation Officer → voting member	X	David Seagal, Business and Technology/CSIS → voting member
X	Mashal Imtiaz → voting member	X	Rachel Whitworth, Social Sciences
X	Lynn Iwamoto, Physical Sciences → voting member		Cathryn Wilkinson, Dean of Instruction – Liberal Arts
X	LaRon Johnson, Counseling/Student Services → voting member	X	Vincent Van Joolen, Dean of Instruction - STEM
	Kiran Kamath, Vice President of Academic Affairs		Vacant, Library
X	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Life Science
X	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		Vacant, Physical Education

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Laura Patterson

<b>Agenda Item</b>		<b>Action</b>
<b>Call to Order</b>	<b>Time:</b> 3:40 – 4:53 pm	
<b>Announcements</b>	Public Comments read by Gamble (See Agenda item III)	
<b>Visitors</b>	Student rep – Mashal Imtiaz	
<b>Approval of September 19, 2018 Agenda</b>	<b>Corrections noted:</b> none	Motion to approve: Fred Seconded: Laura L CAC Committee Voted: Aye
<b>Approval of September 12, 2018</b>	<b>Corrections noted:</b> none	Motion to approve: Lynn Seconded: Laura L

<b>Minutes</b>		CAC Committee Voted: Aye Abstention: Rachel
<b>Consent Agenda</b>		
<i>Effective fall 2019</i>  NUTF 3: Per Vanessa Lord, add textbook Understanding Nutrition by Whitney and Rolfes		Tabled - The revision includes a change to the advisory along with the textbook, of which needs to be listed under Reason for Proposing and Revising
<b>Discussion Agenda</b>		
<ul style="list-style-type: none"> <li>- Review of statement on advisories, prerequisites, co-requisites, etc. developed by the English Department – <a href="#">Draft English AB705 &amp; English Course Sequence fall 2019</a></li> <li>- <a href="#">English Department AB 705 AAAG Notes</a> <ul style="list-style-type: none"> <li>o ‘Eligibility for English 1A’ and ‘Eligibility for English 111’ need to be removed from courses and in curriculum systems</li> <li>o Suggested transfer level courses have a course advisory of ENGL 1A</li> <li>o TBD accelerated English classes</li> <li>o LaRon is concerned about a blanket approach – suggested each division/department should make determination for what is best for the discipline <ul style="list-style-type: none"> <li>▪ Thought it could affect enrollment if advisory is “Completion of ENGL 1A” ⚠ sometimes, a percentage of first semester students do not want to take courses with advisories, and seeing “Completion of ENGL 1A” might scare a student off</li> </ul> </li> <li>o Suggested possible advisory “read &amp; write at college level”</li> <li>o Suggested by Fred ⚠ possible advisories <ul style="list-style-type: none"> <li>● Read and write at the college level</li> <li>● Read a college level textbook</li> <li>● Read a college level textbook and write a college level paragraph</li> <li>● Read a college level textbook and write a college level essay</li> <li>● Read a textbook and write an essay/paragraph at the college level</li> </ul> </li> <li>▪ Suggested advisory ⚠ completion or concurrent registration in ENGL 1A</li> </ul> </li> </ul>		

- Discussion about AB705 to be continued...
- Proposed [Draft of Administrative Procedure 4020: Student Learning Hours and Units](#) (to accompany BP 4020) – to show relationship between hours and units
  - Motion to move on to the Senate: Fred
  - Seconded: Rachel
  - CAC Committee Voted: Aye
- Development of [RFP for Online Curriculum & Catalog Management System](#) (to replace CurricUNET)
  - Dean Knolle requested that members of CAC (focusing on area 4 & 5) review and if they wish to comment on the RFP

**Next meeting:** October 03, 2018

**Location:** BMC 206